require such changes in size or materials as may be necessary to comply fully with the requirements of thus act.

Permits for general repairs, for minor alterations not involving extensive structural changes, and for small buildings of the second or third class, may be issued upon presentation of the application on a special blank for the purpose.

SECTION 2. This act shall take effect upon its passage.

Approved April 7, 1920.

1920.— CHAPTER 296.

AN ACT TRANSFERRING CERTAIN DUTIES OF THE DEPARTMENT OF PUBLIC HEALTH TO THE METROPOLITAN DISTRICT COMMISSION.

(Transfers to Metropolitan District Commission certain powers and duties of Department and Commissioner of Public Health.)

See 1907, ch. 485; 1918 (S) 74.

1920.— CHAPTER 305.

AN ACT TO PLACE CERTAIN EMPLOYEES OF THE ELECTION DEPARTMENT OF THE CITY OF BOSTON UNDER CIVIL SERVICE LAW.

Be it enacted, etc., as follows:

SECTION 1. All appointments to the position of assistant registar of voters in Boston for regular and permanent assignment to work in the office of the election department of said city shall hereafter be subject to the civil service laws and regulations, and the present and future incumbents of the said positions shall hold office until removed in accordance with the laws relating to civil service employees. The present incumbents shall be entitled to the protection of the said laws and regulations without examination.

SECTION 2. To be eligible for appointment to the position aforesaid under section eighty of chapter eight hundred and thirty-five of the acts of nineteen hundred and thirteen, an applicant for civil service examination shall file with the civil service commission a certificate signed by a member of the board of election commissioners of said city of the same political party affiliation as the applicant, which shall certify to the applicant's enrollment in the said party for the three consecutive years next preceding the date of his application.

SECTION 3. Nothing in this act shall affect the appointment or employment of assistant registrars of voters who are per diem employees and appointed for outside ward registration work, or employed in the office of said department for temporary work not exceeding thirty days in any one year.

SECTION 4. This act shall take effect upon its acceptance by the city council of the said city, subject to the provisions of its charter.

Approved April 14, 1920.

Accepted, January 13, 1922.
See 1895, ch. 449, s. 2.

Digitized by the Internet Archive
in 2019 with funding from
Boston Public Library

https://archive.org/details/electioncommissi2619bost

IN BOARD 11:00 A.M. APRIL 26, 1991

Present: Commissioners, Donovan, Sheppard & Killilea
Staff: M. Barry, M. Connolly, J. McElligott, John Donovan, Jr., & Listing Managers with the exception of John Cushman who is on vacation.

Commissioner Sheppard motioned the Board to accept the minutes of the previous week and to accept the payrolls (1401-1402) of the week ending April 23, 1991

Commissioner Killilea second the motion

All in favor - aye
All opposed - nay

Motion approved.

Commissioner Donovan requested all managers to bring in their mileage request for traffic supervisors in order for them to be processed.

Reported that all Listing telephones will be disconnected as soon as possible and that all phones be returned to John Donovan, Jr.

Requested that Jack McElligott research Civil Service rules as to the factors for the suspension of an employee.

Reminded managers that they know the whereabouts of their assigned staff at all times during the work day.

Commissioner Killilea per request of the Chairman reported that he will have a draft formulated as to the guidelines for security at the Printing Plant during the printing of ballots. This draft will be available at the next Board meeting.

Commissioner Killilea reported that he spoke with MiMi Kelly from the Law Department regarding the Home Rule Petition on nomination papers. She reported that she is working on it. John Donovan, Sr. stated that time is running short.

CONTRACTS:

Commissioner Sheppard motioned the Board to extend the time for Wilks G. Vassell Electrical during their attempt to obtain a performance bond.

Commissioner Killilea second the motion

All in favor - aye
All opposed - nay

---]

TRANSPORTATION OF VOTING MACHINES

Law Department will send some opinion in writing after reviewing all information.

Marie Boudreau is to notify City Clerk that a special meeitn will be held by the Board on Tuesday, April 30, 1991 at 1:00 P.M. to award or further discuss the proposed Transportation & Electrical Contracts.

V. Cawley - RE: Changing Polling Locations Ward 4, Precinct 5 &8

From the Conservatory of Music, 241 ST. Botolph Street to Northeastern Arena. Mr. Cawley stated that we moved out of the Arena due to conflict of events which interfered with Election dates. We have no guarantee that we would be able to use this facility for the Presidential Primaries.

John Donovan, Sr. will meet with Jovita Fontanez who was spokeswomen for the Ward 4, Democratic Committee who made this request and report to the Board.

Jack McElligott presented to the Board a copy of Chap.305-B 1920, regarding one
30 (1) day appointment per year. (copy attached) John Donovan, Sr. stated he will adhere to this law.

continued....

Fred Bruce _ Area B - Roxbury Listing Manager stated that one of his listing employees (Anthony Gurley) does not report for work on a daily basis as instructed. Stated he saw Mr. Gurley on Tuesday, not Wednesday, Thursday Mr. Gurley worked the Credit Union Election and he has not seen him today.

Commissioner Donovan requested Mary Barry not to pay him for days where he is not signed in, no sick time or vacation time and further appointed Commissioners Killilea and Sheppard to further investigate this situation and to report to the Board as to the findings.

Commissioner Donovan motioned the Board to ajourn
Commissioner Killilea second the motion
All in favor - aye
All opposed - nay

AJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 1 P.M. APRIL 30, 1991

PRESENT: Commissioners, Donovan, Sheppard, Killilea & Arrigal
STAFF : J. McElligott & Vinny Cawley

This special meeting was called by the Board to discuss and hopefully award the TRANSPORTATION of VOTING MACHINES contract for FY/92 and to further discuss the Electrical Contract which has been awarded to Wilks G. Vassell who has to date been unsuccessful in obtaining a performance bond.

ELECTRICAL CONTRACT:

Has been awarded to Wilks G. Vassell Electric (minority), Mr. Vassell is having difficulties obtaining a performance bond as required by the specifications of this contract. It was unanimously agreed by this Board to extend Mr. Vassells time on this matter until the next schedule meeting of the Board. If Mr. Vassell cannot obtain a performance bond, he will in writing present the Board with a withdrawal letter, and the Board will proceed to award this contract to another vendor.

TRANSPORTATION OF VOTING MACHINES

Commissioner Donovan requested an opinion of findings from all present who were assigned to investigate the proposed contract.

COMMISSIONER KILLILEA stated that during an on-site visit with Metromove, Timothy Godlew admitted that they did not read the specifications prior to bidding on this contract. Commissioner Killilea further stated that Metromove did not have the proper vehicles, safety equipment and lacked personnel.

As for Gentle Movers, his findings are that they do not have the capabilities to perform in accordance with this contract, due to lack of equipment and staff.

Commissioner Killilea recommends Larkin Movers be awarded this contract based on performance alone.

VINNY CAWLEY

a. Stated that the proposed vendors never questioned the scope of the work to be performed prior to bidding.

b. Upon on-site visits - neither Metromove nor Gentle Movers have the necessary equipment to do the job. Metromove has no vehicles registered under its name and has admitted that if he is awarded this contract he will lease the trucks from C. Walsh, he further lacks staff and stated that in this job market he feels that he will have no problem hiring help.

Three (3) union vendors who did not bid quoted as to what their cost per machine would have been had they been interested in bidding on this contract. Their quotes are as follows:

C.S. Walsh Inc.----------$50.00 per machine
Henry Owens ----------$57.00 " "
Casey & Hayes----------$59.00 " "

Based on these quotes, Mr. Cawley feels that Larkins bid of $35.00 per machine is not excessive. This outfit has performed satisfactory work for us in the past, is dependable, has proper equipment for performance and safety. It is Mr. Cawley's recommendation that Larkin be awarded this contract.

JACK MCELLIGOTT

Stated from his observations that Gentle Movers cannot handle this job due to the lack of proper equipment being available and not properly staffed to perform in accordance with specifications of the contract.

Metromove stated that they lacked proper vehicles but would lease vehicles from C.S. Walsh and would hire personnel.

Jack requested from Metromove a written statement of their leasing agreement, and intent to hire personnel. Jack McElligott further recommends that Metromove do an on-site visit to our warehouse where machines are stored, to see what the job entailed. No action was taken on any of these requests by Metromove.

In view of all, Mr. McElligott also recommends awarding this contract to Larkin.

COMMISSIONER DONOVAN requested a motion for the awarding of this contract.

COMMISSIONER SHEPPARD motioned the Board to award the TRANSPORTAITON OF VOITNG MACHINES contract for Fy/92 to JAMES E. LARKIN, INC. the most qualified bidder for the amount of $76,650.00.

Commissioner Killilea second the motion.

All in favor - aye
All opposed - nay

Motion granted to award James E. Larkin, Inc. the Transportation of Voting Machines contract for FY/92 at a cost not to exceed $76,650.00.

The Board unanimously agreed that if this contract had not been awarded to Larkin it would have been awarded to the next lowest qualified bidder.

Commissioner Donovan requested a motion to adjourn.

Commissioner Arrigal motioned to adjourn
Commissioner Donovan second the motion

All in favor - aye
All opposed - nay

ADJOURN

ATTEST:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. MAY 5, 1991

PRESENT: Commissioners, Donovan, Sheppard & Arrigal
STAFF: J. McElligott, E. White, M. Connolly & John Donovan, JR.

Commissioner Sheppard motioned the Board to accept the minutes of the previous Board Meeting and to accept the payrolls (1401-1402) of the week ending April 30, 1991.

Commissioner Killilea second the motion

All in favor - aye
All opposed - nay

Motion Approved.

Commissioner Donovan questioned Commissioner Killilea as to if he had drawn the guidelines for security at the Printing Plant during the upcoming of the printing of the ballots.

Commissioner Killilea stated that he is working on it and will have the guidelines available at the next board meeting.

Requested Commissioner Killilea to investigate mandated cost regarding the Election Department or the entire City.

Reported that lay-off notices were given out on Tuesday to three provisional employees and two clerks - the total being five (5). These are the only lay-offs for the present time.

MiMi Kelly, law department has sent down a draft Home Rule Petition (allowing reproduction of nomination petitions) which the Board has accepted and will forward to the law department this afternoon for action.

Jack McElligott:

Recommended to the Board that the Listing situation in Roxbury - that this operation be transferred to Deputy Celeste. Commissioner Donovan requested that John Donovan, Jr. update him as to the status of the listing in this area after the meeitng.
Commissioner Donovan further requested Marie Boudreau to be in contact with Jim Hart, police headquarters and schedule an appointment to seek personnel to assist us to complete listing due to the lack of funding.

Managers Reports:

Commissioner Donovan requested all managers who have completed their listing to hold on to the police officer in case they are needed to re-check area.

ELECTRICAL CONTRACT

Jack McElligott reported that Wilks G. Vassell was unable to obtain a performance bond and has submitted a letter of withdrawal (copy attached)

April 29, 1991

Board of Election Commissioners
City Hall - Room 241
Boston, MA 02201

RE: ELECTRICAL WIRING CONTRACT

Gentlemen:

I Wilks G. Vassell Electrical, 15 Mountain Avenue, Dorchester MA 02124, wish to withdraw my bid for the Electrical Wiring Contract for the City of Boston Election Department for 1991-1992.

I wish to thank the Board for it's consideration in awarding Vassell Electric the contract and state the withdrawal is without prejudice.

Sincerely,

Wilks G. Vassell

Wilks G. Vassell
Licensed Electrician

continued .....

Commissioner Donovan motioned the Board to accept the Withdrawal of Wilks G. Vassell Electrical and to award this contract to ReJan Electrical the next lowest bidder for the amount of $8,350.00.

Commissioner Sheppard made motion which was seconded by Commissioner Killilea and all were in favor.

Commissioner Sheppard motioned to adjourn, seconded by Commissioner Killilea and all were in favor.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. MAY 10, 1991

PRESENT: Commissioners Donovan, Sheppard & Killilea
STAFF: M. Barry, John Donovan, Jr., Marty Connolly, Jack McElligott & Listing Managers.

Commissioner Sheppard motioned the board to accept the minutes of the previous meeting and to accept the payrolls (101-1402) of the week ending May 7, 1991.

Commissioner Killilea second the motion
All in favor - aye
All opposed - nay
Motion approved.

Listing update by managers:

John Donovan, Jr. reminded managers that as soon as your area is complete please be in contact with him to assign permanent Election Staff to Brighton area.

Commissioner Donovan excused Listing Managers.

COMMISSIONER DONOVAN: RE: Hearing (4/9/91) on contemplating Layoffs of Barry Goldberg & Irving Seigfriedt.

Bob Benson (Local 285 Representative) stated that former Chairman, BEN THOMPSON had been submitted written notification that Election Department Employee Agnus Hurley had been appointed as a second Department Union Steward.

Former Chairman Ben Thompson was contacted and stated that he received no such correspondence.

Commissioner Donovan requested that Mary Barry contact the Office of Labor Relations to see if they had been notified of this appointment and to further request from them in writing, how many department union stewards does this department have to deal with ?

Commissioner Donovan presented to V. Cawley a memo from Robert Ciolek & Richard Dimino ordering that he be in contact with them to have department vehicles marked with City Logo (copy on file).

Commissioner Donovan requested Vinny Cawley to contact Jovita Fontanez, spokeswomen for the Ward 4 Democratic Committee and explain to her why we cannot fulfill their request of Polling Location change to Northeastern Arena as they cannot make any committment to us on the use of this facility for the Presidential Primaries due to other scheduled functions.

SECURITY DURING THE PRINTING OF THE BALLOTS

Commissioner Killilea reported that he had toured the Printing Plant with Bill Hannon and from observations this appears to be a 1 or 2 day operation.

It was suggested that Officer William Henchey be assigned as security for this project.

Commissioner Donovan named Commissioner Killilea, Jack McElligott and Vinny Cawley to evaluate problems with Shoup Voting Machines stemming from complaints in pulling lever. Tuesday coming these gentlemen will meet at warehouse to evaluate this situation.

Mr. Cawley stated to Commissioner Donovan and other members that if future complaints are received to obtain machine numbers as well as Ward and Precint, so he can make adjustment. We will instruct Precinct Officers

continued.....

to note in precinct books (clerk's books) any problems with voting machines and to include machine number. Marie Boudreau will submit to Councillor Scondras a memo informing him of same and that we will be intensifying our instructions to Election Officers to better control the operation of voitng machines.

Mr. Cawley stated that one possibility on HP machines was to cut curtain strings whereas curtains will remain close at all times.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

Boston

Raymond L. Flynn, Mayor

May 10, 1991

David Scondras, Councillor
Council Chambers - 5th. Floor
City Hall
Boston, MA 02201

RE: COMPLAINTS IN OPERATION OF VOTING MACHINES

Dear Councillor:

At the Board of Election Commissioners meeting of this day, your complaints of problems in the operation of Voting Machines was addressed.

Future complaints should include the exact Ward, Precinct in your district, the nature of the problem and the machine number. With this information it will unable us to take immediate corrective action.

We will be intensifying our instructions to Election Officers to better control the operation of voting machines.

For the Board

John F. Donovan Sr

JOHN F. DONOVAN, SR., ACTING CH
BOARD OF ELECTION COMMISSIONERS

IN BOARD 11:00 A.M. MAY 17, 1991

PRESENT: Commissioners: Donovan, Sheppard, Killilea & Arrigal
STAFF : M. Barry, M. Connolly, John Donovan, Jr.

Listing managers reports - all should be completed by May 28, 1991, deadline. Marty Clougherty to be given additional staff next week.

COMMISSIONER KILLILEA - Reported that he will be walking to Printing Plant this afternoon requisition. Also to check nominations petitions allowing more signatures.

He further will check on the Legislation in this matter.

Printing plant will have proof by Tuesday.

COMMISSIONER DONOVAN - RE: CONTRACT - TRANSPORTATION OF VOTING MACHINES FY/92.

Reported that he advised by the Law Department that the Board did not conform with Chap. 30B in the awarding of this contract to Larkin Movers and stated that they would refuse to sign this contract when it reaches the Law Department, leaving us with two options:

1. Advertise for re-bid.
2. File for Section 8, emergency.

Since we have no immediate emergency, it leaves us with option #1 - to re-bit the contract.

COMMISSIONER SHEPPARD motioned the board to re-bit the contract for the transportation of voting machines for FY/92.

Commissioner Killilea second the motion

All in favor - aye
All opposed - nay

Motion approved.

Commissioner Donovan stated that the rebit process commence forthwith. Commissioner Donovan assigned Executive Secretary J. McElligott to this project and requested that he report to the Board weekly as to the progress.

Mary Barry and Marie Boudreau are to attend a training session this afternoon as to Chap. 30B Contracts.

Commissioner Donovan reported that he held a labor hearing this week pertaining to department layoffs and reported that layoffs will stand.

Commissioner Killilea motioned the Board to accept the minutes of the previous week and the payrolls of the week ending May 14, 1991.

Commissioner Sheppard second the motion
All in favor - aye
All opposed - nay
Motion approved.

Commissioner Donovan motioned the Board to adjourn. Commissioner Sheppard second the motion. All in favor - aye, All opposed - nay.

ADJOURN: ATTEST:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. MAY 24, 1991

PRESENT: Commissioners: Donovan, Sheppard & Killilea
STAFF: M. Barry, M. Connolly, V. Cawley, John F. Donovan, Jr., E. White, J. McElligott and Listing Managers.

LISTING MANAGERS REPORTS:

Assistance in election staff to Marty Clougherty should be by the end of next week.

COMMISSIONER DONOVAN - RE: Appointment of Agnes Hurley as second Department, Local 285 Union Steward.

As previously stated this department was never informed of this appointment nor was the Office of Labor Relations. Former Chairman Benjamin F. Thompson stated that he was never informed as Mr. Benson, Union Representative stated.

Commissioner Sheppard motioned the Board to accept the minutes of the previous meeting and to accept the payrolls (1401-1402) of the week ending May 21, 1991.

Commissioner Killilea second the motion
All in favor - aye
All opposed - nay

Commissioner Killilea stated that he is still in contact with the Printing Plant regarding security during the printing of the ballots. Also stated that he expects another proof from the Printing Plant this afternoon on nomination papers.

Commissioner Donovan reminded Jack McElligott to keep the Board informed weekly as to the status of the Transportation Contract.

COMMISSIONER DONOVAN RE: Layoffs - Barry Goldberg/Irving Siegfriedt.

Layoff notices of May 28, 1991 were given verbally whereas should have been in writing.

We corrected dates for these layoffs to be June 11, 1991.

Commissioner Donovan motioned the Board to submit a written notification to Barry Goldberg & Irving Siegfriedt informing them that there last day of employment will be June 11, 1991.

Commissioner Killilea second the motion
All in favor - aye
All opposed - nay

Vinny Cawley requested that he and Marty Clougherty be allowed to attend a seminar on Wednesday, May 29, 1991 in Worchster. Mr Clougherty will give a class.

Mr. Donovan has granted permission to these two employees.

Commissioner Killilea will also attend this seminar.

Final report on mandaded cost from State Auditor, A. Joseph DeNucci in the amount of $35,797 due to the City of Boston was submitted to the Office of the Secretary of State requesting that they seek appropriation

continued.....

from the legislature. CC: to Raymond L. Flynn and Board of Election Commissioners.

Commissioner Sheppard motioned to adjourn
Commissioner Donovan second the motion

All in favor - aye
All opposed - nay

ATTEST:

Everette Sheppard

Everette Sheppard, Secretary

IN BOARD 11:00 A.M. MAY 31, 1991

PRESENT: John Donovan, Sr., Commissioners: Sheppard, Arrigal, Killilea & newly appointed Commissioner Jovita Fontanez.

STAFF: John Donovan, Jr., E. White, M. Connolly, Jack McElligott, Mary Barry, Marie Boudreau & All Listing Managers.

JOHN DONOVAN, SR.: Introduced Jovita Fontanez who was sworn in as Commissioner and Chairlady to the Board of Election Commissioners, effective May 29, 1991 at a salary of $55,000 per annum.

In turn Commissioner Fontanez stated that she was happy with her assignment to the Election Department and she is looking forward to working with all employees collectively and individually,

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous Board meeting and to accept the payrolls (1401-1402) of the week ending May 28, 1991.
Commissioner Killilea second the motion
All in favor - aye
All opposed - nay

JOHN DONOVAN, SR requested Commissioner Killilea provide the Board in writing the Rules & Regulations for security at the City Printing Plant during the Printing of the Ballots.

Commissioner Killilea stated that he would have a complete written report on Monday.

RE: Home Rule Petition on Nomination Papers. Commissioner Killilea stated that it is at the House of Representative but had not yet been admitted.

RE: Mandated Cost: A letter from State Auditor DiNucci has been hand delivered to the Mayor and to the Law Department.

JACK MCELLIGOTT - TRANSPORTATION CONTRACT

Has been published in the City Record May 27, 1991 and would be published in the June 3rd. edition. To date no contractors have picked up. Jack will start an outreach effort on Monday, June 3rd., 1991.

JOHN DONOVAN, SR. - Wednesday June 5, 1991 is the first day for candidates to file for City Office. John Donovan, Sr. stated that he expects all managers to be involved in the supervision of the front counter during this process.

VINNY CAWLEY was informed that we received word that we cannot use Hillel Bnai as a polling location for Ward 20, Precinct 18 for the September 24, City Preliminary Election due to High Holy Day.

Mr. Cawley was also informed of our need for 3 quotes for the painting of Election Department Vehicles. We need this information by June 4th. in order to process prior to deadline of FY/91 Service Order.

JOHN DONOVAN, SR. expressed his thanks to all who worked with him during his term as Acting Chairman with a special thanks to Mary Barry & Marie Boudreau

continued.....

Commissioner Sheppard motioned to adjourn
Commissioner Arrigal second the motion

All in favor - aye
All opposed - nay

Adjourn:

Attest:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

CITY OF BOSTON • MASSACHUSETTS

OFFICE OF THE MAYOR
RAYMOND L. FLYNN

May 29, 1991

Mr. Patrick F. McDonough
City Clerk
Boston City Hall, Room 601
Boston, MA 02201

Dear Mr. McDonough:

Pursuant to the authority vested in me by City of Boston Code, Statutes, Title 2, Section 200, I hereby appoint Jovita Fontanez of 32 Dartmouth Street, Boston, as a member of the Election Commission for a term expiring on April 30, 1993, vice Thompson term resigned.

I also designate Ms. Fontanez to serve as chairperson of the Election Commission.

Respectfully,

Raymond L. Flynn

Raymond L. Flynn
Mayor of Boston

CITY OF BOSTON • MASSACHUSETTS

OFFICE OF THE MAYOR
RAYMOND L. FLYNN

May 31, 1991

Mr. Patrick F. McDonough
City Clerk
Boston City Hall, Room 601
Boston, MA 02201

Dear Mr. McDonough:

Pursuant to the authority vested in me by City of Boston Code, Statutes, Title 2, Section 200, I hereby reappoint Everett Sheppard of 42 Deckard Street, Dorchester, as a member of the Election Commission for a term expiring on March 31, 1995.

Respectfully,

Raymond L. Flynn
Mayor of Boston

CITY OF BOSTON · MASSACHUSETTS

OFFICE OF THE MAYOR
RAYMOND L. FLYNN

May 31, 1991

Mr. Patrick F. McDonough
City Clerk
Boston City Hall, Room 601
Boston, MA 02201

Dear Mr. McDonough:

Pursuant to the authority vested in me by City of Boston Code, Statutes, Title 2, Section 200, I hereby reappoint William Arrigal of 136 Savin Hill Avenue, Dorchester, as a member of the Election Commission for a term expiring on March 31, 1995.

Respectfully,

Raymond L. Flynn
Mayor of Boston

CITY OF BOSTON

OFFICE OF PERSONNEL MANAGEMENT
One City Hall Square • Boston, Massachusetts 02201

FELIX D. ARROYO
Director

617-725-4598

October 18, 1988

Mr. John Campbell
Clerk, City of Boston
Boston City Hall
Room 601
Boston, MA 02201

Dear Mr. Campbell:

Pursuant to the authority vested in me as Mayor by Statute 1913, Chapter 835, I hereby re-appoint the Honorable William Arrigal of 136 Savin Hill Ave., Dorchester, MA 02125 as a member of the Board of Election Commission belonging to the Republican Party for a term expiring March 31, 1991 at a salary of $30,000 per annum.

Respectfully submitted,

Raymond L. Flynn

Raymond L. Flynn
Mayor

In City Council Pl...

OCT 19 1988

CITY CLERK

IN BOARD 11:00 A.M. June 7, 1991

PRESENT: Commissioners, Sheppard, Arrigal & Killilea

STAFF: John Donovan, Sr., John Donovan, Jr., E. White, Jack McElligott and Listing Managers.

COMMISSIONER SHEPPARD announced that today we will hold the agenda at this meeting due to the absence of newly appointed Chair, Jovita Fontanez, who is attending an all day department head training session. Agenda will be held until the next scheduled meeting.

Commissioner Killilea motioned the Board to accept the minutes of the previous meeting and to accept the payrolls (1401-1402) of the week ending 6/4/91.

Commissioner Arrigal second the motion
All in favor - aye
All opposed - nay

Listing update: All managers will return to this office on Monday.

Brighton & Roxbury still have several precincts on the Street. Election Warehouse staff will complete these precincts, working out of the main election office - room 241.

COMMISSIONER SHEPPARD - Reminded all Commissioners that Monday, June 10, 1991 at 12:00 Noon - Transportation of Voting Machine bids will be opened in room 241. Nine vendors have picked up proposals to date, however, no one has returned.

POLLING LOCATION - Ward 20, Precinct 18.

Presently located at Hillel B'nai Torah. City Preliminary, September 24, 1991 being High Holy Days - we cannot use this facility on this day. Mr. Cawely recommends that we locate at the Fire Station, 1940 Centre Street for the City Preliminary and the City Election and then return to Hillel B'nai for the Presidential Primaries. It was unanimously decided that we would hold any decision on this matter until the return of Commissioner Fontanez, Chair.

Commissioner Arrigal motioned the Board to adjourn
Commissioner Killilea second the motion

All in favor - aye
All opposed - nay

ADJOURN

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. JUNE 14, 1991

PRESENT: Commissioners: Fontanez, Sheppard, Killilea & Arrigal
STAFF : J. Donovan, Sr., G. Cushman, Vinny Cawley, J. McElligott & M. Boudreau.

COMMISSIONER FONTANEZ - Stated that this is her first meeting but anticipates and looks forward to many more. She further stated that she looks forward to working with all staff.

JOHN DONOVAN, SR.:

Reported that the final phase of the Listing process is still on going with finalizing the Wards (15 & 20) is expected by the end of next week and anticipated to have all in order by July 1, 1991 in order to mail out the 01's and to have a jury list.

CANDIDATES FILING - Names of candidates have been submitted to the Printing Plant - 90% of petitions have been proof read and will be ready for distribution on Tuesday. Remainder (approximately 6 names) are on going.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting and to accept the payrolls (1401-1402) of the week ending June 11, 1991.

Commissioner Killilea second the motion

All in favor - aye
All opposed - nay

Motion approved.

COMMISSIONER SHEPPARD - RE: Distribution of Election Day Material by Police Area

This situation was brought up for discussion and possibly returning to the old system of distribution to one police area in lieu of additional drop-offs to area satellite stations except for possibly East Boston and Brighton. George Cushman will speak with Evans (BPD) and report back to the Board.

COMMISSIONER KILLILEA:

a). HOME RULE PETITION (nomination papers) was filed late last night - docket #5008, it has been assigned to Committee and we will get a number Tuesday. Letter on file from the Law Department outlining that duplicating copies will be permissible due to change in the law. Each candidate will be given these instructions upon picking up their papers.

CONTRACT - TRANSPORTATION OF VOTING MACHINES - Bids opened June 10, 1991

Commissioner Fontanez appointed Commissioner Killilea, V. Cawley and Jack McElligott to do on site visit of bidders as outlined in Evaluation Criteria. A special meeting will take place on Wednesday, June 19, at 11:00 at which time findings will be discussed and hopefully a vote will be taken to award this contract for FY/92.

COMMISSIONER KILLILEA motioned the Board to call a special meeting on Wednesday, July 19, 1991 at 11:00 A.M. and to immediately inform the City Clerk of our intent to hold this meeting.

Commissioner Arrigal second the motion.

All in favor - aye
All opposed - nay

Motion approved.

continued.....

JACK MCELLIGOTT - Stated that an amendment to do the Listing every 3 years was knocked down last night. It appears that by law we will have to do a listing this year.

COMMISSIONER ARRIGAL - for the records was re-appointed by the Mayor as Commissioner for another four year term as was Commissioner Sheppard, (copy of appointment attached and on file).

COMMISSIONER SHEPPARD motioned to adjourn
Commissioner Arrigal second the motion.
All in favor - aye
All opposed - nay

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECREATARY

IN BOARD 11:00 A.M. JUNE 19, 1991

PRESENT: Commissioners: Fontanez, Sheppard & Killilea

STAFF : J. McElligott, V. Cawley & M. Boudreau

REPRESENTATIVES from USIOLA ENTERPRISE - (President & Vice President).

COMMISSIONER FONTANEZ stated that the Board has called this special meeting to discuss the findings on on-site inspections of bidders for the FY/92 Transportation of Voting Machines contract.

Jack McElligott read a memo to the Board of findings as follows:

The results of the evaluation are as follows:

W.F. WALSH D/B/A Metromove -- Withdrew Bid.

USIOLA ENTERPRISES - Intends to lease equipment from Budget Car Rental - Jim Gould of Budget Rental stated his company did not have the equipment that was required under the contract (i.e. three (3) ton safety power lift gates and a low bed trailer suitable for an emergency polling location.

USIOLA ENTERPRISES will utilize the Mass. Department of Employment and Training to recruit personnel, which at best, for our compressed time table presents a problem.

The references supplied by Usiola Enterprises really does not present a track record that the Board can feel comfortable with at this time.

GENTLE MOVERS - A previous bidder, has not demonstrated that the company has not updated their equipment and still does not have the required power lift gates or a low bed trailer that may be used as an emergency polling location. An unquiry into the past performance of Gentle Movers to a reference revealed that the vendor would not rehire Gentle.

J.F. LARKIN, INC. - Has met all the requirements of the proposal and we recommend to the Board that Larkin be awarded the contract.

Mr. Cawley questioned representatives from Usiola and it is the findings that they cannot meet the specifications of the contract and further agrees with the findings of Jack McElligotts report.

COMMISSIONER FONTANEZ stated that the Board would take all information for consideration and would vote to award this contract at the next scheduled meeting on Friday.

COMMISSIONER SHEPPARD motioned to adjourn
Commissioner Arrigal second the motion

All in favor - aye ----All opposed - nay
Motion approved

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. JUNE 21, 1991

PRESENT: Commissioners: Sheppard, Arrigal & Killilea

STAFF: V. Cawley, M. Barry, G. Cushman, J. McElligott & M. Boudreau

In the absence of Jovita Fontanez, Chair (vacation day) she has designated Commissioner Everette Sheppard to Chair this meeting.

COMMISSIONER SHEPPARD requested to hear a motion to accept the minutes of the previous meeting and to accept the payrolls of the week ending June 18, 1991.

COMMISSIONER KILLILEA motioned the Board to accept the minutes of the previous meeting and the payrolls of the week ending June 18, 1991 (1401- 1402)

Commissioner Arrigal second the motion

All in favor - aye
All opposed - nay

Motion approved.

COMMISSIONER SHEPPARD - RE: TRANSPORTATION OF VOITNG MACHINES CONTRACT

Commissioner Sheppard referred to a memo to the Board from Jack McElligott (copy attached). All Commissioners have a copy of this memo. The subject being findings of the evaluations performed by Jack MCElligott and the Chief Voting Machine Custodian, Vincent Cawely, during on-site visits of the bidders for this contract.

Jack McElligott and Mr. Cawley have both recommended to the Board that this contract be awarded to Larkin Movers, the lowest bidder and the most qualified to perform this service.

JACK MCELLIGOTT reported that this morning he received a call from a Mr. Golden representing Gentle Movers inquiring as to the status of the award of said contract. Mr. McElligott informed him that it is anticipated that this contract will be awarded at this mornings Board Meeting and that of his recommendation to the Board. Mr. Golden proceeded to state that Gentle Movers could in fact rent the necessary vehicles from a firm in N.Y. These vehicles were not available for view nor mentioned during our on-site inspection and giving the time factor, award of this contract can no longer be delayed.

COMMISSIONER KILLILEA motioned the Board to award the TRANSPORTATION OF VOTING MACHINES contract for FY/92 to JAMES E. LARKIN, INC. at a cost not to exceed $72,975.00.

Commissioner Arrigal second the motion

All in favor - aye
All opposed - nay

COMMISSIONER KILLILEA presented a letter from Commissioner Fontanez designating him to cast her vote by proxy for Larkin Movers (letter attached).

Motion apporved - Contract awarded to Larkin Movers.

JOHN DONOVAN, SR. stated that he was requested by Commissioner Fontanez to express her thanks to Jack McElligott and Vinny Cawley for their cooperation in overseeing these on-site evaluations.

continued.....

Commissioner Arrigal motioned the Board to adjourn
Commissioner Killilea second the motion

All in favor - aye
All opposed - nay

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

Boston

Memorandum

Date: June 20, 1991

To: JAMES KILLILEA, COMMISSIONER

From: JOVITA FONTANEZ, CHAIR

Subject: PROXY VOTE FOR AWARDING TRANSPORTATION OF VOTING MACHINES CONTRACT

After reviewing all the bidders proposals for this said contract and reading the findings of the evaluations, I am designating, JAMES KILLILEA, COMMISSIONER to cast my vote by proxy for JAMES E. LARKIN, INC. for the award of said contract for FY/92.

Boston

Memorandum

Date: June 19, 1991

To: BOARD OF ELECTION COMMISSIONERS

From: JACK MCELLIGOTT, EXECUTIVE SECRETARY

Subject: TRANSPORTATION OF VOTING MACHINES BID

Under a vote of the Board the Executive Secretary and the Chief Voting Machine Custodian were assigned to evaluate all bidders for the contract, because of the discrepancies in the bid prices.

The results of the evaluations are:

W.F. Walsh D/B/A Metromove - Withdrew bid.

USIOLA ENTERPRISES - Intents to lease equipment from Budget Car RENTAL - Jim Gould of Budget Rental stated his company did not have the equipment that was required under the contract (i.e. three (3) ton safty power lift gates and a low bed trailer suitable for an emergency polling location.

USIOLA ENTERPRISES will utilize the Mass. Department of Employment and Training to recruit personnel, which at best, for our compressed time table presents a problem.

The references supplied by Usiola Enterprises really does not present a track record that the Board can feel comfortable with at this time.

GENTLE MOVERS - A previous bidder, has not demonstrated that the company has updated their equipment and still does not have the required power lift gates or a low bed trailer that may be used as an emergency polling location. An inquiry into the past performance of Gentle Movers to a reference revealed that the vendor would not rehire Gentle.

J.F. LARKIN, INC. - Has met all the requirements of the proposal and we recommend to the Board that Larkin be awarded the contract.

IN BOARD 11:00 A.M. JUNE 28, 1991

PRESENT: Commissioners Fontanez, Sheppard, Arrigal & Killilea

STAFF : John Donovan, Sr., Vinny Cawley, Jack McElligott & M. Barry.

COMMISSIONER FONTANEZ requested that John Donovan, Jr. provide the Board a weekly list of request for outside voter registration. This weekly up-date will be voted on for approval.

COMMISSIONER SHEPPARD will work with John Donovan, Jr., in an attempt to inform organizations or individuals as to conducting a successful registration, an outreach advertisement would be most useful in order to register as many residents as possible. The Board will review how many registrations are conducted at each registration sessions. The outcome will be an impact for future registration requests.

Jack McElligott recomments that with each registration session, that the sponsors have pullers, people who will spend time to stop people and suggest that registration is taking place and that it only takes a couple of minutes. This procedure will allow a more effective registration session.

Deadline for voter registration under 51-42B is 40 days prior to an election. COMMISSIONER FONTANEZ requested that we draw up a check list of what is necessary for a successful Voter Registration Drive.

JOHN DONOVAN, SR.

a. Stated that listing is completed.
b. Printing will be sometimes next week.
c. Jury List to be delivered hopefully Monday.
d. O.L's hopefully will be at Post Office on Tuesday.

Unofficial count 453,000 residents, 17 years and older (decrease of ?? 40,000.

Reported that nomination petitions are being turned in at a slow rate. Has advised candidates to turn papers in as soon as completed. First large stack were turned in this morning from Leo Corbett, Candidate for City Council at Large.

John Donovan, Sr. stated that the new system is a more time consuming process. It involves double the process in comparison to last year.

Reported that Candidate for Mayor (Thomas Wheaton) was issued papers last Friday. Hi is here at present requesting from the Board new papers as he lost the papers that he was issued.

After some discussion:

COMMISSIONER KILLILEA motioned the Board - not to re-issue Mr. Wheaton any more papers and to amend this motion pending a ruling by the law department.

COMMISSIONER SHEPPARD second the motion

All in favor - aye
All opposed - nay

COMMISSIONER SHEPPARD motioned the Board to accept the minutes and payrolls of the previous week.

Commissioner Killilea second the motion

All in favor - aye
All opposed - nay
Motion approved.

COMMISSIONER KILLILEA - RE: Home Rule Petition on Nomination Papers (H.5767)
To attend along with Commissioner Arrigal on Monday, July 1/91 - 1 PM - Rm. A-1

JACK MCELLIGOTT - RE: WARD REGISTRATION - MANDATED DATES - PROPOSED SCHEDULES ATTACHED - COPY TO EACH COMMISSIONER

COMMISSIONER KILLILEA motioned the Board to accept this schedule of Ward Registrations - 5 days prior to the Preliminary Election and 5 days prior to the City Election.

Commissioner Arrigal second the motion

All in favor - aye
All opposed - nay

Motion approved.

COMMISSIONER KILLILEA AND JACK MCELLIGOTT will each investigate the possibilities of printing voting index in various languages where high population of Hispanic/Chinese etc. are 5% or above.

JOHN DONOVAN, SR. reminded the Board that next Friday, the day following the fourth of July he will be on vacation along with other members of the department.

COMMISSIONER KILLILEA motioned the Board to dispense with the Board Meeting on Friday, July 5, 1991.

Commissioner Sheppard second the motion

All in favor - aye
All opposed - nay
Motion approved.

COMMISSIONER KILLILEA motioned to adjourn
Commissioner Sheppard second the motion

All in favor - aye
All opposed - nay

APPROVED

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

Gen 2

CITY OF BOSTON AND COUNTY OF SUFFOLK

DEPARTMENTAL COMMUNICATION

June 26, 1991 19

	(NAME)	(RATING)	(DEPARTMENT-DIVISION)
TO	Board of Election Commissioners		Election
FROM	Jack McElligott	Executive Secretary	"

SUBJECT: REGISTRATION AS MANDATED BY LAW

FILE REF. NO.

MAIN OFFICE ROOM 241

August 23 (Fri.) ----------5 P.M. to 9 P.M.
August 24 (Sat.) ----------9 A.M. to 5 P.M.

SESSIONS FOR WARD REGISTRATIONS:

August 28 (Wed.) ----------6 P.M. to 9 P.M.
August 29 (Thurs.)---------- 6 P.M. to 9 P.M.
August 30 (Fri.) ---------- 6 P.M. to 9 P.M.
Sept. 3rd. (Tues.)---------- 6 P.M. to 9 P.M.
Sept. 4th. (Wed.) LAST DAY --- 6 P.M. to 10 P.M.

IN BOARD CERTIFIED ON THIS DAY JULY 7, 1991

FOR THE OFFICE OF MAYOR:

960-981, 1074-1083, 739-745, 1004-1012, 833-885, 886-948 N.C., 1676-1753 N.C., 2455-2626, 2909-3113 N.C., 3301-3304 N.C.

FOR THE OFFICE OF CITY COUNCILLOR AT LARGE:

#1251-1264, 993-1002, 1175-1177, 484-487, 633-638, 1049-1060, 641-653, 727-738, 448, 454, 675-676, 992, 1003, 1015-1016, 1033, 1047-1048, 1140, 1161-1162, 1168-1170, 3114-3144 N.C., 518-541, 1109-1121, 1122-1139 N.C., 2638-2644 N.C., 1180-1210, 415-431, 1141-1152, 1153-1160 N.C., 2255-2256 N.C., 564-620, 621 N.C. 622, 623-625 N.C., 626-627, 628 N.C., 629-632, 1447-1484 N.C., 2738-2744 N.C.

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. JULY 11, 1991

Certified on this day: 7/11/91

For the Office of City Councillor at Large:

1, 51-52, 82-83, 100-103, 109, 156-166

3-6, 10-89, 145, 144 N.C., 146-148 N.C., 169-171 N.C., 183-185 N.C., 286-289 N.C.

104, 106, 141-143, 149-150, 172-173, 225, 284, 297-303, 312

90-91, 245-247, 251-156, 229-233, 308, 310

#217-221, 239-244, 275-280, 290-296, 304, 439-442, 659-661, 662-672 N.C.
949-959 N.C., 982 N.C., 1017-1023 N.C., 1066 N.C., 1171-1173 N.C., 1211 N.C.
1435-1436 N.C., 1485 N.C., 1554-1555 N.C., 1792-1796 N.C.

For the Office of the District City Councillor:

207-214, 560-562 N.C.

For the Office of Mayor:

#2, 33, 55-62, 96-99, 130-138, 151-155, 235-237, 248-250.

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. JULY 12, 1991

PRESENT: COMMISSIONERS FONTANEZ, SHEPPARD, ARRIGAL & KILLILEA
STAFF : M. Barry, J. McElligott & M. Boudreau

COMMISSIONER FONTANEZ opened the meeting at 11:15 A.M.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous week and to accept the payrolls (1401-1402) of the week ending July 9, 1991.
Commissioner Arrigal second the motion and all were in favor.

COMMISSIONER SHEPPARD questioned the findings of George Cushmans conversation with Evans (BPD) regarding the delivery of election day materials by the Commissioners to the police areas. With George Cushman being on vacation,it was suggested that this question would be brought up again at the next meeting.

COMMISSIONER KILLILEA RE: Election at the Jewish Rehabilitation Center.

This election will be scheduled for Friday, September 20, 1991. It was suggested by the Secretary of States Office that we conduct this election as close as possible to the Preliminary Election to avoid having to return to this facility for a second election.
August 26, 1991 is the last day for the Designation of a facility as a polling location. Commissioner Killilea will notify this facility of the date that we will conduct this election.

August 6, 1991 - voter registration will take place at this facility beginning at 9:30 A.M. for an estimated 2 or 3 hours. It is suggested that one registrar will be sufficient to perform this session.

RE: Letter received from RABBINICAL COUNCIL OF MASSACHUSETTS requesting that we change date of the Preliminary due to Religious days.

Since it is too late for this change, Commissioner Killilea will response to the Rabbinical Council of Massachusetts of their option, being that they may vote by Absentee Ballot. Commissioner Killilea reminded all present that to vote AV, a voter must fall under one of the three:

1. Being away from your city.
2. Being physically unable to vote due to a medical condition.
3. For religious beliefs.

Commissioner Arrigal also suggested that we inform them that any voter who falls under religious beliefs that they may come into the Election Department prior to September 23, 1991 before 12:00 noon, fill out an application and voter here in person (VIP).

MARY BARRY _ Nomination Papers.

Reported that there are 4 more districts to be certified and we are presently also working on At Large Petition. Certification is proceeding numerically.

Commissioner Arrigal motioned to adjourn. Commissioner Sheppard second the motion and all were in favor.

ADJOURN: ATTEST:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

IN BOARD CERTIFIED ON THIS DAY JULY 16, 1991

FOR THE OFFICE OF MAYOR:

#313-314, 1014, 450-453, 466-481, 784-832.

CITY COUNCILLOR AT LARGE:

186-192, 273-274, 311, 482-483, 488-493, 640, 404-414.

DISTRICT CITY COUNCILLOR:

777-782, 783 N.C., 1098-1108, 1629-1647 N.C., 2115-2116 N.C., 1163-1167, 2242-2246, 2247-2248 N.C., 3157-3158 N.C., 1326-1338, 1339-1340 N.C., 1486-1490, 2734-2737, 1659-1666, 1797-1804, 2249-2254 N.C., 2842-2849 N.C., 1491-1499, 1500-1504 N.C., 1505-1519, 1520-1527 N.C., 2307-2311 N.C., 1528-1539 N.C., 1538-1545, 1592-1600 N.C., 1672-1673, 2064-2068, 1837-1843, 1882-1889, 2885-2890, 2891-2855 N.C.

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. JULY 19, 1991

PRESENT: Commissioners: Fontanez, Killilea & Sheppard

STAFF : John Donovan, Sr., Jack McElligott, G. Cushman, M. Barry & V. Cawley.

Commissioner Arrigal is on a vacation day.

Commissioner Sheppard made a motion to accept the minutes of the previous meeting - Motion passed unanimously.

Commissioner Sheppard inquired whether or not the same procedures would be used in the delivery of Election material. Commissioner Fontanez will look into this matter.

JOHN DONOVAN, SR. - Reported that certification of candidates is moving along smoothly.

Vinny Cawley requested that two (2) emergency employees be assigned to the warehouse to assist in the preparation of machines for the forthcoming preliminary and city elections. Vinny appraised Commissioner Fontanez of the preparation and set-up of machines for primaries and elections. He explained the workings of the Election warehouse Division. Commissioner Fontanez requested from Vinny a daily report of work performed at the Warehouse. Commissioner Fontanez questioned Vinny regarding vacation time being used at this period. Vinny explained that this is the best time of the year for his men to use vacation time. Vinny further explained that due to the age of the voting machines they require a lot of repairs such as grease wheels, insert new wheels, curtains etc.

Commissioner Fontanez will be away for the weekend, she will leave a telephone number for us to contact her if the need arises.

Motion to adjourn, Commissioner Killilea
All in favor.

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD CERTIFIED ON THIS DAY JULY 23, 1991

FOR THE OFFICE OF MAYOR:

1084-1096, 1218-1250, 1364-1396, 1754-1766, 1767-1786 N.C., 2158-2188 N.C., 3145-3156 N.C., 1300-1321, 1845-1849.

FOR THE OFFICE OF CITY COUNCILLOR AT LARGE:

1556-1591, 1265-1272, 1344-1363, 1273-1603, 1805-1810, 1816-1822, 746-776, 1024-1032, 1445-1446, 1667-1671, 1604-1620, 1823-1827, 1890-1893.

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. JULY 26, 1991

PRESENT: Commissioners: Fontanez, Sheppard & Killilea
STAFF : J. Donovan, Sr., Jack McElligott, G. Cushman & M. Barry

Commissioner Arrigal is on a vacation day.

COMMISSIONER FONTANEZ thanked everyone for assisting in the certification process which she commented that it was progressing well.

COMMISSIONER SHEPPARD made a motion to accept the minutes of the previous Board Meeting.

COMMISSIONER FONTANEZ made a motion to table the minutes (as they were not typed) and wait until next week to accept same.

COMMISSIONER KILLILEA spoke with MiMi Kelly (Law Dept.) on the review of signatures. MiMi will get back to Commissioner Killilea on this subject.

JOHN DONOVAN,SR. submitted names of Candidates for City Council at Large for certification by the Board. Accepted - on file.

He further informed the Board that the candidates for the Office of Mayor were not completed as to certification. Raymond L. Flynn and Doherty received sufficient signatures. Signatures of Wilner Borgella and Graylan S. Ellis-Hagler were being worked on. John Hugo did not turn in enough signatures.

The following failed Certification:

Paul S. Waken, Candidate for District 5, District City Councillor

George A. Belfiore, Candidate for District 5, District City Councillor

Abner A. Mason, Candidate for District 8, District City Councillor

Anthony M. Berzerish, Candidate for District 3, City Councillor at Large.

Arthur Craffey, Candidate for City Councillor at Large.

Manual V. McKenny submitted a letter to the Board withdrawing his name as a candidate for District 6, District City Councillor, (letter on file in this office).

Jack McElligott will notify the above of failing of certification.

Jack McElligott informed the Board that a request was made to the Board for name change for Michael S. Fleuette, a candidate for District 8, District City Councillor. Board votes to have Michael S. Fleuette be printed on the ballot as registered.

Jack submitted a memo to the Board on re-affirming the policy on candidates papers.

JOHN DONOVAN, SR. informed the Commissioners that the Office Personnel were supervised on certification of signatures and that the papers are completed in the correct manner.

VINNY CAWELY submitted to the Chair a run down of progress in Voting Machines. He requested from Commissioner Fontanez a list of Spanish Precincts in the City . Vinny stated that there has been an influx of Hispanics in Ward 1. Commissioner Fontanez said that she will meet with the Spanish Liaison for a decision on precints.

continued.....

JACK MCELLIGOTT to set-up date of Friday, August 9, 1991 at 6 PM in the Council Chambers for drawing of Ballot Position.

COMMISSIONER SHEPPARD felt that a " word of praise " was due to the emergency employees in their assistance with the task of nomination papers.

Motion to adjourn
Seconded

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD CERTIFIED ON THIS DAY JULY 29, 1991

FOR THE OFFICE OF CITY COUNCILLOR AT LARGE:

2271-2306, 3190-3192, 2007-2048, 2049-2063 N.C., 3166-3170 N.C., 2100-2101, 2104-2114, 1443-2446, 2745-2784, 2667-2669, 3193-3194, 1273-1299, 1601-1623, 2218-2220, 2221-2222 N.C., 2223-2227, 2228-2231 N.C., 2232-2233 N.C., 2234-2235, 2236 N.C., 2237, 2238 N.C., 2239, 2240-2241 N.C., 3171-3188 N.C. 1811-1815, 2370-2454, 2896-2906, 3305-3306, 3261-3274, 1816-1828, 2670-2673, 2674-2675 N.C., 2676-2679, 2680-2682 N.C., 3307-3312 N.C., 746-776, 1024-1032, 1890-1912, 1913-1914 N.C., 2069-2097 N.C., 2707-2711 N.C.

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD CERTIFIED ON THIS DAY JULY 31, 1991

FOR THE OFFICE OF MAYOR:

3313-3212, 251-256, 450-453, 739-745, 1004-1012, 1300-1321, 1845-1881, 1945-2006, 2807-2836, 3189.

FOR THE OFFICE OF CITY COUNCILLOR AT LARGE:

2785-2801, 2794 lines 2-50 N.C., 2117-2127, 2128-2136, 2137-2142, 3195-3196, 2190-2213, 2264-2269, 2270 N.C., 2312-2327, 2335-2369, 2645-2654, 2645-2654, 3275-3288.

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. AUGUST 2, 1991

PRESENT: Commissioners: Fontanez, Arrigal, Sheppard & Killilea
STAFF: J. McElligott, J. Donovan, Sr., G. Cushman & M. Barry

COMMISSIONER FONTANEZ officially opened this meeting at 11:10 A.M.

COMMISSIONER SHEPPARD made a motion to accept the minutes for the past two meetings. Accepted and seconded.

GEORGE CUSHMAN spoke with Paul Evans (BPD) on the delivery of Election Equipment and George stated that the Police Department would like the policy of delivering leathoroids to remain the same.

COMMISSIONER KILLILEA stated that a letter was sent to the Hebrew Rehabilitation Center for Absentee Voting. He further stated that a registration session would be held at this location next week.

JOHN DONOVAN, SR. informed the Board that Nomination Papers were completed on July 31, 1991at 5 PM. He submitted to the Board a list of the Mayoral Candidates for certification. Motion was accepted and seconded. All in favor - on file.

Mr. Donovan further stated that he had received inquires about explaining District Councillors papers but to date on one came in to review these papers. John also stated that he has spoken to several persons on the date of the Preliminary Election (September 24, 1991) being a Jewish Holy Day. John informed these people that they should vote by Absentee Ballot. Commissioner Fontanez said that the Jewish Advocate carried an article on Absentee Voting due to the Holy Day.

COMMISSIONER SHEPPARD asked to be further advised on the objection of Althea Garrison regarding the residency of Anthony Crayton (District 7),

COMMISSIONER FONTANEZ stated that three amendments were sent to the law department and that a hearing will be held on Wednesday, August 7, 1991 at 10:00 A.M., Judge Tierny will be sitting with the Board. All candidates will be notified of the objection as per decision of the Law Department.

JOHN DONOVAN, SR. stated " it is imperative to hold hearing as soon as possible in order to send names to the Printing Plant for the Baoolt".

JACK MCELLIGOTT informed the Board that he felt that any communication coming into the Department should be looked at by the Board and should come to the front dest first. Commissioner Fontanez agreed with Jack - she recommended that people at the front counter spend less time with the public. Inquires for information should be in writing.

VINNY CAWLEY submitted schedule for last weeks activities by the Voting Machine Division. He requested that Lucien Perreault be assigned to the Warehouse on Monday, August 5, 1991. Vinny ask that Brian Morrison be reimbursed for Voting Machine monies.

JOHN DONOVAN, SR. ask Vinny if Ward 4, Precinct 9 had been settled. Vinny said that a handicapped ramp had to be build in order to conform. Commissioner Killilea advised to build a ramp - Commissioner Sheppard & Arrigal agreed. Motion made and seconded. Vinny stated that it would be wise to remain at the Samuel Adams School, Ward 1, Precinct 1 as it complies. Handicap ramp has no railing, it is a portable ramp. Commissioner Fontanez asked Vinny how many people in wheel chairs vote ? Vinny said that from observation very light.
Motion made to stay at the Samuel Adams School and Check lights. All in favor.

MOTION TO ADJOURN: ATTEST:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. AUGUST 9, 1991

ALL COMMISSIONERS PRESENT
STAFF: J. McElligott, John Donovan, Sr., G. Cushman, M. Barry

COMMISSIONER SHEPPARD: Requested to table the vote to accept previous weeks minutes.
Motion made and accepted to wait until next week to accept minutes.

COMMISSIONER KILLILEA offered a suggestion to the Board, if agreeable, to put forth a package, to be used in the future, for City of Boston Ballot Law Commission. Rules and Regulations covering researched covering same.

COMMISSIONER FONTANEZ: questioned whether or not guidelines follow dictates of State Ballot Law Commission.

COMMISSIONER KILLILEA stated he would follow the present law as of now. Agreement by all to have Commissioner Killilea do this. Also Commissioner Killilea stated that he would like to see the Library Books updated with their new indexes. Jack McElligott agreed to update these books. Jack brought to the attention of the Board that the drawing for position of Candidates will take place tonight at 6 PM. He further stated that he had been asked why the City Councillor at Large Candidates and District Candidates are drawn together. City Charter dictates as to this practice. Jack also said that a copy of the Certified Candidates in the nine (9) districts, as well as, list of at large candidates. This list will be posted in a conspicuous place in the nine (9) Library Buildings.
COMMISSIONER FONTANEZ questioned Jack if it was mandated to post these list ? Jack responded that it was. Jack stated that he met with Vinny and Juan Lopez concerning the printing of the Ballot in Spanish. Jack listed the Spanish Precincts as: Ward 8,9,10, Ward 11, Pct: 4,5,6 & 10. Ward 13, Pct/ 1 to 6 - Ward 14, Pct: 1, Ward 15, Pcts: 1,2,3,4,5,7 and 8 - Ward 19, Pcts: 1,11 and 13 - Ward 21, Pct: 9. Ballot printed in Spanish is based on past prectices. Commissioner Fontanez asked Jack about Ward 4, Pcts: 1,3 & 4 and 9 - Ward 5, Pct:1 - Wardll, Pct: 1,2, 3 - Ward 13 - Jack said these were not to be included. Commissioner Sheppard requested a list of these precincts.

GEORGE CUSHMAN: stated where there are Spanish residents, they are not voters.
COMMISSIONER KILLILEA said that the percentage of Spanish in Ward 1, is 16.3%.
COMMISSIONER FONTANEZ said these are non-citizens and do not have valid cards to be here.
Jack showed a copy of the Absentee Ballot ot the Board and told them that there was an option of a three fold ballot due to the printing of Spanish. Jack said that a two fold would save time in counting. Commissioner Fontanez questioned as to the reason for absentee voitng. Commissioner Killilea stated a person has to be absent from the City . Jack asked if a two fold ballot was agreed upon.
Commissioner Sheppard recommended a two fold ballot.

VINNY CAWLEY said that the first time Spanish was used on Absentee Ballots was 1989. Commissioner Killilea said it was due to the School Question and this affected the Spanish Community.
John Donovan, Sr. on this subject of a three or a two fold ballot said that we are running a tight shop on monies so reduce cost if possible.
Commissioner Killilea said monies first, but confusion no.

Commissioner Fontanez made a motion to use two (2) page ballot.
Motion was seconded and approved.

VINNY CAWLEY submitted to Commissioner Fontanez a schedule of work performed at the warehouse for last week. He informed the Board that a wall at Ward 8, Precinct 3 & 4 (Lena Park) was damaged by our men at the last election, and that we had it fixed, a bill will be forthcoming.

COMMISSIONER FONTANEZ said it was difficult to find a new location for Lena Park.

Vinny Cawley said that the nearest school was the Dearborn Schoold and that was too far away. Will stay in Lena Park as a polling location. Also, Vinny

continued.....

reported that the Draper Pool used to store machines is to be opened again thus, he will have to move the machines to Brighton High School Garage. Vinny requested that a letter be sent to Commissioner Casazza requesting to use a compactor truck to remove old Listing records from the pool.

Jack said that one year was required to hold listing records. Commissioner Fontanez agreed to send memo to Commissioner Casazza to request compactor truck to remove these list. All in agreement.

GEORGE CUSHMAN informed the Board that for nine years the Commissioners have said "no" to Deputizing Registrars. Deputy Registrars cannot be held acountable - do not know where registrations are taking place, illegal places are being used for registration. Absolutely not in the best interest of the Department. Wrong wards and precincts are being used - they do not know the City.

COMMISSIONER SHEPPARD stated that he was here 11 years, he cited several instances and agreed it was disastrous. Expressed his opposition to this process.

JACK MCELLIGOTT stated that there was a consent order to do registration sessions within the statutory requirements. Due to inaccuracies in 1982 a person from Sudbury was placed in the Election Department for a year to monitor the department.

COMMISSIONER ARRIGAL _ "If the State has to send a monitor here - there will be no Board". We win nothing by doing this, we loose more.

JOHN DONOVAN, SR. opposed to volunteer registrars due to past practices in certain areas. In the Gay Community , John stated that we assign our own staff and the gay volunteers assist us. In 1983, John reminded the Board, that this department has a large problem, there were allegations of fraudulent registrations. John reiterated that he was opposed to volunteers.

VINNY CAWLEY felt that John, George and Jack said all that was to be said. He reminded the Board that volunteers for telephones was a poor response. Vinny stated, "pay people" and run a good department.

COMMISSIONER KILLILEA stated that he had several experiences with volunteer registration. He feels that in the past we did right to deny volunteer registration.

JACK MCELLIGOTT said that he knows people in the Spanish Communtiy, possibly he can help to iron out this situation - he will put something together for the Mayor. His feelings are that possibly we can get involved.

GEORGE CUSHMAN further stated that he was not attaching any group, but when we allow materials and records to leave the department, accountability is gone.

COMMISSIONER FONTANEZ agreed to take everything under advisement and will discuss this further with the Commissioners. She further stated, " I am not putting this department if jeopardy". According to M.G.L we can deputize registrars. I will continue to work with you individually.
It was voted that any request for a registration session should be petitioned for on a seperate sheet.

COMMISSIONER ARRIGAL stated that if we do registration for one group we will have to do this for all.

MOTION TO ADJOURN: Seconded and all in favor.

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. AUGUST 16, 1991

PRESENT: Commissioners: Fontanez, Sheppard, Killilea & Arrigal
STAFF: V. Cawley, G. Cushman, J. Donovan, SR., J. McElligott & M. Boudreau

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting of August 2, 1991.
Commissioner Killilea second the motion
All in favor - aye
All opposed - nay
Motion approved.

COMMISSIONER KILLILEA:

a). Has copies of consent orders which will be reviewed and discussed at later date.
b). Has disposition from the Census Bureau. Letter is to be submitted to Disposition Center prior to dispensing of any of these records. This process should be followed on a regular basis. Commissioner Fontanez stated that this discussion would be discussed indept at a later date.

JOHN DONOVAN, SR. stated that Polling Location Change Cards were sent out to every registered voter involved by these changes and all elected officials were notified. Commissioner Fontanez requested that John Donovan, Sr. oversee the notification of the Chair person of the Democratic & Republican Committees in this matter as well as to the local newspapers covering the areas involved.

JACK MCELLIGOTT submitted a schedule of dates/times for the training of election officers in the City Council Chambers.
Commissioner Sheppard motioned the Board to accept the schedule submitted for the purpose of training election officers.
Commissioner Killilea second the motion.
All in favor - aye
All opposed - nay
Motion approved.

Jack McElligott will submit written request to Council President Iannella to reserve Council Chambers as per schedule (10 sessions @ 3 hours each).

VINNY CAWLEY has proof from the Printing Plant of 9 Districts. May need spanish interpertation at some locations. If he receives OK'd proofs by Monday he can expect Absentee Ballots on August 22, 1991. Commissioner Killilea will be looking into the security aspect of the printing as soon as it starts along with Officer Henchey.

Vinny Cawely presented an update of standings at the Warehouse Division.

GEORGE CUSHMAN questioned the Boards stand on deputizing registrars, further stated that this procedure in not included in any election laws that he can see. Stated that this gives an unfair advantage to certain groups and feels that we will be brought down on this process somewheres along the line.

JOHN DONOVAN, JR. presented a list of petition request - plus 25 additional request that he has been unable to get on the system due to the high number of last minute request. Further stated that many request have no permission letters, some have not the required 10 signatures, others have more than one date per request. Stated that he has never seen so many request in such a short time.

Commissioner Fontanez stated that this process will be reviewed in order to give staff the proper directions.

COMMISSIONER SHEPPARD stated that he feels that this entire process has not been in accordance with the entire knowledge of the Board of Election Commissioners - George Cushamn stated his agreement with Commissioner Sheppard and further stated he feels what is happening is illegal and recommends that the law department

continued...

reviews and give us something in writing as to the legality of this process. Another question brought up was a request in front of Police Stations and Libraries, who authorizes permission for that sidewalk session and further are these locations considered principal places of activities ?

COMMISSIONER ARRIGAL stated for the records that if we are mandates by law to conduct these sessions and the City has not funded us that we should contact the law department and have them go to court on our behalf and obtain a release from these mandates.

COMMISSIONER FONTANEZ released managers and requested a 5 minute recess from the Commissioners. Commissioners will return in 5 minutes and continue meeting.

August 16, 1991 - 12:30 P.M.

COMMISSIONER FONTANEZ officially reconvened meeting with all Commissioners present.

The Board reviewed all registration requests (Chap. 51 42B) and has approved all petitions, however some petitions lacked permission or authorization forms and members of the Election Department are contacting those petitioners. Without such authorizations the petitions for registration will be denies. There will be a temporary assistant registrar at most of the registration sites but there will be members of the election department who are assistant registrar of voters. The assistant registrar are the persons responsible at all the sites. Registration forms will be the responsibility of the assistant registrar and must be returned to this department within 24 hours.

The Commission reviewed the late hour request of the Gay & Lesbian petitions. It was decided to use the 10:00 PM deadline as a guideline (September 4, 1991 deadline for Voter Registration at 10:00 PM).

For the records the session that were done prior to timely approval, the Board has accepted the registrations so that anyone who has registered will not be denied the right to vote.

COMMISSIONER KILLILEA motioned the Board to appoint as many assistant temporary registrars as necessary to meet the demand created by an unusual number of requests for registration sessions as per Chap. 51, sec. 22 and other obligations of the Board, i.e. consent decree.

All Commissioners in favor, no opposition.
Motion approved.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. AUGUST 23, 1991

All Commissioners present
Staff: M. Barry, V. Cawley, M. Boudreau, J. McElligott & George Cushman

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 AM.

Concerns:

a). Samual Adams School - Ward 1, Pct. 1 - Spoke with Dave Harding (PFD) on 8/20/91 regarding installation of lights and a permanent HP ramp - Stated that this is a possibility and will be in contact with further informaiton on this matter at a later date.

b). RE: Court decision OWENS/GARRISON - have appealed to Superior Court and decision is under advisement regarding temporary restrain on Boston Ballot Ballot Law Commission.

c). Requested motion under Chap. 5126:

1. Saturday, 8/24/91 - Councillor Menino requested registrar Stoney Brook Block Party - 11:00 A.M. ot 1 P.M.

2. Monday, 8/26/91 City Hall Plaza - Dedication Womens Heritage Trail- 10:00 A.M. to 11:00 A.M.

3. S. West Corridor - 2 dates - August 22 & 23. Petitioners have sent flyers, but omitted todays date on request and would like a registrar from 4:30 P.M. to 6:30 P.M.

Commissioner Sheppard motioned the Board to accept numbers 1,2 & 3 under Chapter 5126.

Commissioner Killilea second the motion.

All in favor.

COMMISSIONER FONTANEZ requested a task force to revise form under 5142 with consent order - Commissioner Sheppard/Killilea will work on this project along with George Cushman in the next several weeks.
Commissioner Killilea stated in regard to consent decree that we have adopted rules.

Commissioner Sheppard motioned the Board to form a task force consisting of the above named, for the purpose of revising the form under 5142.

Commissioner Killilea second the motion.

All in favor - no opposition.

COMMISSIONER FONTANEZ stated that at the close of this meeting she would like to have the Commissioners stay for 5 minutes in executive session to discuss a persannel matter.

COMMISSIONER SHEPPARD: motioned the Board to accept the minutes of the two previous meetings.
Commissioner Killilea second the motion pending the correction of a few minor typing errors.

All in favor - aye
All opposed - nay

Motioned approved.

COMMISSIONER ARRIGAL _ RE: Letters from Councillor Scondras

Would like cc of second letter for both himself and Commissioner Sheppard

continued.....

requested the same.

George Cushman on this same subject stated that he finds this letter insulting and that Councillor Scondras has no business communicating with this department as a condidate on behalf of certain groups for voter registration.

COMMISSIONER KILLILEA would like to respond to this letter as it's content is mosely lies. Further stated that the facility mentioned in the letter was given a one day suspension for refusing to serve a women.

Letter stated that 1000 people were at this location on night in question - Commissioner Killilea was informed that the legal capacity is 350.

COMMISSIONER FONTANEZ will inform Councillor Scondras that all perties who were issued the letter dated August 21, 1991 are expecting to receive the follow up letter dated August 22, 1991.

GEORGE CUSHMAN questioned the right of these individuals calling the Secretary of State after 10 PM bashing the Election Department.

COMMISSIONER SHEPPARD motioned the Board to include both of these letter in the last minutes.

Commissioner Arrigal second the motion.
All in favor - aye
All opposed - nay
No opposition (copies attached).

COMMISSIONER KILLILEA stated that the Printing of the Ballots at the Printing Plant went well in the presence of Officer Bill Henchey and Vinny Cawley. Project was completed in one day avoiding the necessity of overnight security.

JOHN DONOVAN, SR. reported that Voter Registration is very light - far below 1987.

VINNY CAWLEY:

a). requested additional telephone at warehouse for elections.
b). " two laborers on wednesday, namely, Richard Martell & Bob Smith. Smith will be building HP ramp at Polling Location, estimated cost for lumber for this job is $245.00.

Mr. Cawley is requesting these two employees as they worked at warehouse in the past and are will experienced.

c). 63 precincts to date have not been touched. Mr. Cawley proposed that the warehouse staff work tomorrow Saturday (all day) and 4 hours per night next week. This Saturday and 4 hours per night schedule will have to continue through the Election date with one additonal Sunday included if all goes well, if not, then additional time may be required. Hopefully this project will be completed by September 18, 1991.

Presented work sheet for this past week to the Board.

COMMISSIONER KILLILEA stated that we must be ready for Election and if this is what it necessary that we have not choice in this matter.

COMMISSIONER SHEPPARD stated that with his years of experience this process has always required overtime.

COMMISSIONER KILLILEA motioned the Board to accept the proposals of Mr. Cawley for overtime and for two laborers as stated above so that preparation for election day will proceed in a timely fashion.

continued.....

Commissioner Sheppard second the motion

All in favor - aye
All opposed - nay

Motion approved.

GEORGE CUSHMAN requested that his office and that of Jack McElligott are in need of an additional telephone line for the upcoming elections and further that a phone for the hearing impaired has been utilized in the past and that this practice will continue at the request of the Commission on Handicapped Affairs.

COMMISSIONER FONTANEZ stated that upon reading complaints of wardens of previous elections - the most common seemed to be based of the lack of availability to reach City Hall by telephone.

COMMISSIONER SHEPPARD questioned if volunteers would be used to staff the telephones on election day ?

Commissioner Fontanez stated that she would sit with John Cushman to discuss and review this situation.

COMMISSIONER FONTANEZ reminded all that a letter has been submitted to the City Clerk changing next weeks Board Meeting from Friday to Thursday. at 11:00 AM due to the long Labor Day Weekend.

Stated that for the records that the letter submitted to the Board be included in the minutes. Letter is that of George Cushman dated August 16, 1991.

COMMISSIONER SHEPPARD motioned the Board to adjourn.
Commissioner Killilea second the motion
All in favor - aye
All opposed - nay

ADJOURN:

ATTEST:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

Boston City Council
NEW CITY HALL
ONE CITY HALL SQUARE
BOSTON, MASSACHUSETTS 02201
(617) 725-4225

David Scondras
District 8

August 21, 1991

Everette Sheppard, Secretary
Election Commission
Boston City Hall, Room 241
Boston, MA 02201

Dear Commissioner Sheppard:

I was deeply disturbed by the outcome of our efforts to register lesbian and gay voters last evening. There is very little time left for registering voters, and a great deal of time, money, and engergy was expended on the effort to get the community out to register. The letter which follows will explain why I am so very angry at the results.

One. You had previously indicated to me that our sites, hours, and deputies would be approved as requested. As you know, our choice of time and places was made after an in depth analysis of the patterns of congregation of lesbian and gay people. Our choices were not capricious; they were well thought through.

Two. Based upon the commitment that these sites and times would go forward as they were legally requested, money was expended, posters were created and distributed, volunteers were assembled, and advertisements were placed in gay newspapers.

Three. Last night your Deputy Registrar appeared at the designated site at 9:15, and left at 10:15. Literally more that 1,000 people came to the site throughout the evening between 10:30 P.M. and 12:00 midnight as we expected, given our careful analysis of gay behavior. In general gay people assemble at dance clubs after 10:30P.M. because it is unsafe in this city for gay people to congregate and freely assemble until the rest of the city has gone to bed. Police records are available to you on violence against the lesbian and gay community. They demonstrate in graphic detail that lesbians and gays are more frequently victims of hate violence than any and every other group in the city. The decision of gay people to assemble late at night under the cloak of darkness is perfecty reasonable, given the city's inability to guarantee their safety at any other time.

Four. Therefore, a refusal to provide voter registration during the time that the largest number of unregistered gays and lesbians congregate effectively disenfranchises that community.

Five. The Deputy Registrar who was made available at the site last evening was not given any registration materials.

Six. Therefore, late last evening I contacted David Sullivan, Chief Counsel to the Secretary of State, who will speak with you this morning; Neil Sullivan, Policy Director for the Mayor of Boston, who will also speak with you this morning; Jovita Fontanez, Chairperson of your Board, who will speak with you this morning; and I myself will speak with you as soon as possible during the day, requesting that you restore the hours as they were requested of you in order to provide appropriate outreach to this oppressed community.

I ask you to comply with the spirit of the Consent Decree under which you are presently operating. This evening the second effort will be made to register voters (at Venus de Milo, 7 Lansdowne Street). I expect your full cooperation. If you do not allow registration during times people will be congregating at the club, you will be wasting our time and the time of your employees, as well as violating the intent, if not the content, of the Decree. I point out to you that throughout 1983 you registered lesbians and gay men at the club at 1270 Boylston Street consistently from 9:00 P.M. until 2:00 A.M. with enormous success and that a change on your part to a 10:00 P.M. closing breaks with your own precedent. I am looking forward to hearing from you at the earliest possible time.

Sincerely yours,

David Scondras
CITY COUNCILLOR

cc: Neil Sullivan, Policy Director for the Mayor of Boston
Joseph M. Connolly, Secretary of State
David Sullivan, Chief Counsel to the Secretary of State
Scott Harshbarger, Attorney General
Joseph Fisher, Assistant to the Mayor of Boston
Honorable Raymond Flynn, Mayor of Boston
John Meunier, Gay Liaison
Paul Celucci, Lt. Governor

Boston City Council

David Scondras
District 8
725-4225

August 22, 1991

Jovita Fontanez, Chairperson
Election Commission
Boston City Hall, Room 241
Boston, MA 02201

Dear Commissioner Fontanez:

Thank you for your cooperation and patience in solving the voter registration problem yesterday. The meeting with Jarrett, Will, John and Chris seems to have been a success. I am glad that you were able to fashion an agreement which was acceptable to all of those involved. More importantly, I am pleased that the Election Commission of the City of Boston has recognized the importance of reaching out to the Lesbian, Gay and Bisexual community and other groups who do not congregate at the sites usually chosen for voter registration drives.

Thanks again for your help.

Sincerely yours,

David Scondras
CITY COUNCILLOR

cc: Neil Sullivan, Policy Director for the Mayor of Boston
Michael J. Connolly, Secretary of State
David Sullivan, Chief Counsel to the Secretary of State
Scott Harshbarger, Attorney General
Joseph Fisher, Assistant to the Mayor of Boston
Honorable Raymond Flynn, Mayor of Boston
John Munier, Gay Liaison
Paul Cellucci, Lt. Governor

New City Hall • One City Hall Square • Boston • Massachusetts • 02201

Gen 25

CITY OF BOSTON AND COUNTY OF SUFFOLK

DEPARTMENTAL COMMUNICATION

August 16, 1991 19

	(NAME)	(RATING)	(DEPARTMENT-DIVISION)
TO	Board of Election Commissioners		Election
FROM	George Cushman	Administrative Assistant	

SUBJECT: OBJECTION TO THE DEPUTIZATION OF ASSISTANT REGISTRAR OF VOTERS. FILE REF. NO.

I feel compelled to enter this memo into the official record. I have the strongest reservations about the policy being pursued in voter registration. This process has been flawed from the beginning. Its implementation puts this department in jeopardy, legally and morally. I feel that this department has abdicated its authority to conduct voter registration; and safeguard the integrity of this process.

There are no controls. There has been no offical notice of the change in the office's procedure for registering voters. Certain groups who are privy to this knowledge have taken advantage; while the majority of the city is totally unaware that a new opportunity exists.

Without safeguards, well organized, directed groups in this city will be able to mount massive registration efforts which will swamp the efforts of smaller, less organized groups. I've always considered our role as an impartial administrative body, whose major role was to assure the public that the election process is both fair and above reproach. I feel this policy is wrong on both counts. We should as a matter of policy ensure that every elected official in the city is notified of every single registration session held in this city.

IN BOARD 11:00 A.M. AUGUST 29, 1991

PRESENT: Commissioners: Fontanez, Sheppard & Arrigal

STAFF: V. Cawley, John Donovan, Sr., M. Boudreau, G. Cushman & M. Barry.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 aM.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting (9/16/91).

Commissioner Arrigal second the motion
All in favor - aye
All opposed - nay
Motion approved.

COMMISSIONER SHEPPARD motioned the Board to allow Poll Checkers at the Polling Locations throughout the City of Boston, on a first come first serve basis for the City Preliminary Election.

Commissioner Arrigal second the motion
All in favor - aye
All opposed - nay
Motion approved.

JOHN CUSHMAN: RE: ABSENTEE BALLOTS

All out of country and out of state ballots are being mailed today.

Absentee VIP will start September 4, 1991 - 9 A.M. to 5 PM, no extended hours for now due to fiscal budget restraints.

GEORGE CUSHMAN expressed his disagreements and stated he strongly feels that we have an obligation to be open extended hours for VIP. We should accommodate voters who want to vote but also work 9 AM to 5 PM. George further stated that we should have been opened last week for VIP to accommodate students who were leaving for out the City or State to resume classes.

COMMISSIONER SHEPPARD motioned the Board to accept 9 aM to 5 PM VIP, starting September 4, 1991.

Commissioner Arrigal second the motion and all were in favor.
Motin approved.

JOHN DONOVAN, SR. stated that the past tradition has been to be available extended hours, 1 hour in the morning and 2 hours in the evening with Saturdays and Sundays 8 AM to 2 PM.

This schedule will be reviewed and possibly changed to include extended hours to accommodate voters.

VINNY CAWLEY stated that hte strips are not in and that the Warehouse Division will not be working OT this evening.

Stated that 982 Voting Machines will be used in the Preliminary Election.

All else is proceeding on schedule.

GEORGE CUSHMAN:

a). feels that the Board should address the fact that Voter Registration should be conducted outside of bar rooms not inside. He stated that it's common knowledge within this department and possibly outside of the office that one of our registrars provided this service within a bar room not outside.

b). address as to why a volunteer registrar reported to do Ward Registraiton when not authorized.

JOHN DONOVAN, SR. responded that John Donovan, Jr. is presently attempting to contact the Registrar in question and hear her side of the story as to why she reported for Ward Registration when no authorization was given.

COMMISSIONER ARRIGAL questioned as to if we had requested an additional telephone line ot be installed in the office of George Cushman & Jack McElligott.

Commissioner Fontanez responed yes along with an additional centrex line at the warehouse.

JOHN DONOVAN, SR. presented to the Board a new schedule for VIP to include extended hours to start on Spetember 9, 1991 (copy attached)

Commissioner Arrigal motioned to adjourn
Seconded by Commissioner Sheppard

All in favor

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

Gen 25

CITY OF BOSTON AND COUNTY OF SUFFOLK

DEPARTMENTAL COMMUNICATION

August 29, 1991 19 ___

	(NAME)	(RATING)	(DEPARTMENT-DIVISION)
TO	JOVITA FONTANEZ	CHAIR	ELECTION
FROM	JOHN F. DONOVAN, SR.	Head ARV	"

SUBJECT: Absentee Voting in person (extended hours) FILE REF. NO.

SEPTEMBER

9 ----------9 AM to 7:00 PM
10 ---------- 9 AM to 5:00 PM
11 ---------- 9 AM to 7:00 PM
12 ---------- 9 AM to 5:00 PM
13 ---------- 9 AM to 7:00 PM
14 ---------- 9 AM to 1:00 PM
16 ---------- 9 AM to 7:00 PM
17 ---------- 9 AM to 5:00 PM
18 ---------- 9 AM to 7:00 PM
19 ---------- 9 AM to 5:00 PM
20 ---------- 9 AM to 7:00 PM
21 ---------- 9 AM to 1:00 PM

cc: John Cushman
Mary Barry

IN BOARD 11:00 A.M. SEPTEMBER 6, 1991

PRESENT: All Commissioners
STAFF : J. McElligott, V. Cawley, M. Barry, M. Boudreau, J. Cushman, J. Donovan. Sr., & John Donovan, JR.

JOHN DONOVAN, SR. stated that he had a few managers present, each with concerns and looking for directions from the Board.

1). John Cushman - RE: Absentee Ballot

Mr. Cushman stated that to date we have processed a total of 550 ballots, 17 being VIP - some have been returned and are ready to be opened and processed.

A situation has come about, apparently the Ray Flynn Campaigne has sent voters applications for absentee ballots to voters who voted by absentee last year.

During the 1991 Listing Process we have moved voters from one address within the City to another per the information provided by an informant.

The example given was from a voter who had voted last year from a particular address and has since moved to a nursing home. This voter is unaware that we transferred his/her registration to the nursing home. She if fact requested that we mail her ballot to her previous address.

Board voted to take this situation and similiar situations that may arise under advisement with the law department.

JOHN DONOVAN, JR. presented several concerns to the Board on Voter Registration sites under 51-42B and is seeking directions for guidlines. His concerns are:

a). Permission slips that are not presented with the original request.
b). How much notice is required for sessions.
c). Will multiple dates be accepted on one slip with one letter of permission.
d). Lack of the 10 required signatures.
e). Changing dates.
f). Extending hours.
g). Cancellations.

JOHN DONOVAN, SR. reported that past practice has always been that when outside registrations were on-going that someone has always been in the central office for any problems that may arise in the process.

Also on the question of cancellations when a registrar has been assigned. It is the agreement that the Registrar(s) should get paid for this schedules session.

The Board after much discussion has taken all these concerns under advisement and will return with guidelines possibly this afternoon.

Another question is locations for Voter Registration - the law reads principle place of activity, the question being - does this cover sidewalks, bar rooms etc.

George Cushman & J. McElligott stated that to their recollection the Board of Election Commissioners has never voted to allow Voter Registration inside or outside of a bar room. If this procedure ever took place in the past it was without the approval of the Board.

Commissioner Sheppard stated this procedure took place in 1983 at Landdown.

John Donovan, Sr. stated that he has spoken with the Registrars in question of conducting this registration i.e. Gurley, James & Rinaldi and that this process was never conducted inside a bar room and not after 10:30 PM.

JOHN DONOVAN, SR. stated that Marty Kain who is currently at a training session for election officers needs approximately 20 additional Election Day Officers.

continued...

If anyone knows someone interested, please see Marty.

JOHN CUSHMAN stated that telephones are being installed at the various polling locations - this process in on-going.

VIP extended hours will strat September 9, 1991 and may need adjustments depending on demand.

COMMISSIONER FONTANEZ stated that at the Department Head Meeting she informed Department Heads of our need for volunteers for election day and ask that volunteers call John Cushman.

John Donovan, JR. requested that the Board in answering Registration site requests keep in mind that Voter Registration for the City Election ends on October 16, 1991. Request for outside and late evening sessions should be addressed as soon as possibility of being cold could be a factor.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting (8/30/91).

Commissioner Arrigal second the motion
All in favor - aye ---All opposed - nay ---Motion approved.

Commissioner Killilea prior to voting Yes questioned the Boards policy of Poll Checkers - when clarified proceeded with a Yes vote.

JOHN DONOVAN, SR. RE: Outside Voter Registration

865 Registrations were done city wide - this is the lowest that he has seen since employed by this department.

Recommended that similar dates be formulated for Ward Registration for the November 5, 1991 City Election.

Vinny Cawley presented the Board a Master Sheet for the Boards information showing where work is completed.

Stated that specimen ballots will be ready on Wednesday coming.

Further stated that entire cost for Printing of Ballots for Preliminary City Election will cost in the vicinity of $10,000 to 12,000 as informed by Bill Hannon. Bill will be submitted after City Election.

COMMISSIONER SHEPPARD motioned to adjourn - Commissioner Arrigal second. All in favor, no opposition.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. SEPTEMBER 13, 1991

PRESENT: ALL COMMISSIONERS
STAFF : V. Cawley, M. Kain, J. McElligott, M. Barry, M. Boudreau, J. Donovan, Sr., John Donovan, JR.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting (9/6/91).

Commissioner Killilea second the motion.

All in favor - aye
All opposed - nay

Motion approved.

COMMISSIONER SHEPPARD stated that past practice has been to have sandwiches and refreshments on election day and he would like to see this practice continued.

Commissioner Fontanez stated that she is reviewing these possibilities.

We should have coffee and pastry, however sandwiches may not be included. She will have more information on this matter at a later date.

COMMISSIONER FONTANEZ requested from Commissioner Killilea for George Cushman (who is on a comp. day) the tally count for last year.

Commissioner Fontanez further inquired to Jack McElligott if he had the schedule for Ward Registration for the November City Election. Jack responded that he is working on it and will have this schedule prepared to present to the Board at it's next scheduled meeting.

MARTY KAIN reported that as of today he needs only 4 inspectors and anticipates on filling these vacancies before the days ending. Mr. Kain further presented to each Board Member a total cost breakdown of Election Officers, to include training, translators. Total cost per function $98,274.00 .

Commissioner Fontanez thanked Jack & Marty for their time in training these election officers.

JACK MCELLIGOTT stated that he currently is preparing a list of the most common Election Officers complaints to present to the Board. The most common complaint appears ot be access to Election Department by telephone on Election days based on last Novembers State Election. Other complaints to name a couple are lighting outside polling locations and access to doors at polling locations.

Jack further reinforced that telephone coverage for the second shift on Election day be well staffed.

VINNY CAWLEY stated that the warehouse staff have 57 precincts to complete and expects that these precincts be all completed by Wednesday coming except for 15 precincts that have an access problem and will be done the weekend prior to the election.

Voting Machines will start being moved into the precincts on Monday.

Telephones are currently being tested at the precincts.

JOHN DONOVAN, JR. stated that the preparations in the vault is progressing and does not anticipate any problems. This process even though moving along is slower than usual due to the illness of J. Pagarullo.

ELECTION DAY VANS - Reported that we have checked the two sites for pick ups and all is in order.

LEATHOROIDS may be delayed leaving the dock on Election Night due to the staffing problem.

JOHN DONOVAN, SR. - Reported for John Cushman who is on a vacation day that Absentee Voting, both VIP and mail request is slow.

Further presented to the Board two concerns to be addressed:

1). OL Cards that have been returned marked on card, " deceased ", when records from the Deaths Division have not been received.

2). Polling location change cards returned by Post Office indicating undeliverable - return to sender, no forwarding address, unknown.

After discussion it was agreed:

1). We do not delete a voter based on the return of this card with no informant.

2). Polling Location Change Card returned that we will mark LB on the Voting Lost making it mandatory that if this person shows up to vote the election officer will have to call City Hall and we will give authorization to vote only when voter can produce accepted proof that he/she lives at that address.

COMMISSIONER RONTANEZ motioned the Board to adjourn

Commissioner Arrigal second the motion

All in favor - aye
All opposed - nay

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:40 A.M. SEPTEMBER 20, 1991

PRESENT: Commissioners Tontanez, Arrigal & Sheppard
Commissioner Killilea is conducting election at 1200 Centre Street

STAFF : J. Cushman, J. Donovan, Sr., J. Donovan, Jr., M. Boudreau, V. Cawley, J. McElligott and M. Barry.

JOHN CUSHMAN: RE: Absentee Voting

1). To date we have processed 1700 ballots. All is proceeding in a timely fashion.

2). Phone checks are completed with 38 lines being rechecked or repaired.

Stated that a representative, as in the past, from N. E. Telephone Company will be in this office on election day to remedy any telephone problems that may arise.

JACK MCELLIGOTT stated that he will draw up a memo to be posted for all staff who answer the telephones informing them that Monday, September 23, 1991 - 12:00 noon is cut off time to make application for VIP.

COMMISSIONER FONTANEZ stated that she wants laws posted in the front section of the office for the public to view.

COMMISSIONER SHEPPARD motioned the board to accept the minutes of the previous week (9/13/91). Motion was second by Commissioner Arrigal and wll were in favor.

COMMISSIONER SHEPPARD stated that he has been in contact with the area police station and all is set. Commissioner Arrigal stated same.

VINNY CAWLEY

1). Presented chart as to where Warehouse Division stands in preparations for election.

2). Breakdown of teams.

3). Breakdown of Election Day Assignments.

JACK MCELLIGOTT presented schedule for Ward Registration for the November 5, 1991 City Election.

COMMISSIONER SHEPPARD motioned the Board to accept this schedule - Commissioner Arrigal seconded the motion and all were in favor. Schedule will be published in all weekly newspapers and the Herald and Globe.

JACK MCELLIGOTT presented the Board mandated cost for the early opening at polls for next year. The auditor's office has requested that this cost be submitted at this time. The total cost is $121,522.00.

COMMISSIONER SHEPPARD motioned the Board to accept this mandated cost and submit it to the Auditor's office for $121,522.00. Commissioner Arrigal seconded the motion and all were in favor, no opposition.

JOHN CUSHMAN inquired to Commissioner Fontanez as to how the election at 1200 Centre Street (being conducted today) was going. Commissiner Fontanez responded that all was moving along without any problems.

JOHN DONOVAN, JR. reported that preparations in the vault are moving along and does not foresee any problems or delays on election eve.

continued.....

COMMISSIONER FONTANEZ - RE: Letter of thanks from Councillor Scondras (letter attached).

JOHN DONOVAN, JR. further stated that he has 15 to 30 petitions under 51-42B. Most comply with requirements.

COMMISSIONER ARRIGAL motioned the Board to approve these petitions under 51-42B that comply with the requirements - Commissioner Sheppard second the motion and all members were in favor.

JOHN DONOVAN, SR. stated that all preparations are falling into place properly. He questioned the Board as if we intend to use a 3 year OL at each polling location.

Commissioner Fontanez responded "Yes".

Jack McElligott stated that during his training with Warden/Clerks he stated that it would not be necessary to call City Hall, Election Department for the 91 OL only.

Commissioner Fontanez stated that she had instructed Martin Kain to call Wardens/Clerks and inform them of the 3 year OL situation.

No calls to Election Department will be necessary if:

a). Person is on 3 year OL at current address.
b). Can produce acceptable proof that voter currently lives at address within precinct.

If no proof is produced - call Election Dpartment.
Jack also suggested that voter be asked if he/she moved out of the City within the last 3 years.

COMMISSIONER SHEPPARD suggested that Marty Kain call the Super Wardens in each ward, inform them of the 3 year OL situation and have them contact all wardens within their ward to inform them of the 3 year OL.

COMMISSIONER ARRIGAL motioned the Board to make available the 3 year OL at polling locations. Commissioner Sheppard seconded the motion. All in favor - no opposition. Motion approved.

COMMISSIONER SHEPPARD motioned the Board to adjourn.
Commissioner Arrigal second the motion
All in favor - aye
All opposed - nay

ADJOURN:

ATTEST:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

Boston City Council

August 22, 1991

David Scondras
District 8
725-4225

Jovita Fontanez, Chairperson
Election Commission
Boston City Hall, Room 241
Boston, MA 02201

Dear Commissioner Fontanez:

Thank you for your cooperation and patience in solving the voter registration problem yesterday. The meeting with Jarrett, Will, John and Chris seems to have been a success. I am glad that you were able to fashion an agreement which was acceptable to all of those involved. More importantly, I am pleased that the Election Commission of the City of Boston has recognized the importance of reaching out to the Lesbian, Gay and Bisexual community and other groups who do not congregate at the sites usually chosen for voter registration drives.

Thanks again for your help.

Sincerely yours,

David Scondras
CITY COUNCILLOR

cc: Neil Sullivan, Policy Director for the Mayor of Boston
Michael J. Connolly, Secretary of State
David Sullivan, Chief Counsel to the Secretary of State
Scott Harshbarger, Attorney General
Joseph Fisher, Assistant to the Mayor of Boston
Honorable Raymond Flynn, Mayor of Boston
John Munier, Gay Liaison
Paul Cellucci, Lt. Governor

New City Hall • One City Hall Square • Boston • Massachusetts • 02201

IN BOARD 11:00 A.M. SEPTEMBER 27, 1991

All Commissioners present

Staff: G. Cushman, J. Cushman, E. White, M. Boudreau, V. Cawley, M. Barry, J. Donovan, Sr., J. Donovan, Jr. & M. Kain.

COMMISSIONER FONTANEZ opened the meeting with congratulating the Commissioners and managers. She expressed her gratitude for their efforts in the conduct of the Preliminary Election. Except for a few minor situations all went well

COMMISSIONER SHEPPARD motioned the board to accept the minutes of the previous meeting (9-20-91).

Commissioner Arrigal seconded the motion and all were in favor.

COMMISSIONER KILLILEA recommended that someone be assigned to reviewing the clerks books and summarize the findings in the form of problems or concerns that could possibly be corrected for the City Election.

George Cushman agreed to be responsible for this project and would begin this project on Tuesday coming and return with his findings at the Board meeting of October 11, 1991.

Vinny Cawley requested that any Voting Machine problems be addressed to him on October 11 as well as to the Board.

JOHN DONOVAN, SR. presented to the Board a letter from John Hugo who expressed his intent to run for Mayor as a write-in candidate (letter attached).

Mr. Donovan , Sr. further congratulated the Board for having recommended the availability of the 3 year OL at all polling locations. This allowed people to vote without the delay of having to call our office.

Mr. Donovan, Sr. respectfully submitted to the Board the results of the September 24, 1991 City Preliminary Election for certification.

COMMISSIONER KILLILEA motioned the Board to accept the results as submitted by Mr. Donovan, Sr. for certification.

Commissioner Arrigal second the motion

All in favor - aye
All opposed - nay

Motion approved.

VINNY CAWLEY submitted to the Board a report of the Voting Machine Division.

Commissioner Fontanez requested to Mr. Cawley that she would like to see him after the meeting.

JOHN CUSHMAN :

1. past practice has been to install additional telephones on the floor for the general election.

After some discussion by the Board it was decided that this increase would not be necessary.

2. questioned AV request from voters who only rrquested a ballot for the preliminary election. It is agreed that a ballot cannot be sent unless it is requested for the City Election. It was questioned as to if the AV application should be re-designed to avoid this problem.

COMMISSIONER KILLILEA will draw guidlines to be forwarded to all candidates running for office regarding Poll Checkers. These guidelines will be available at the next Board Meeting.

JOHN DONOVAN, JR. stated that he is in receipt of 50 to 60 petitions under 51-42B, three of which have no permission slips but slips are to follow.

COMMISSIONER KILLILEA motioned the Board to hold without denying, pending the arrival of permission slip and voted to accept all others that fall within the guidelines.

Commissioner Arrigal seconded the motion and all were in favor.

COMMISSIONER ARRIGAL stated that on Preliminary Election Day which was a beautiful day (weather wise) - instead of all these voter registration request perhaps one should research as to why 7 out of 10 registered voters did not bother to go out and vote.

COMMISSIONER FONTANEZ expressed a special thanks to John Donovan, Jr. for his efforts in handling the request under 51-42B. With uncertain guidelines this has been a difficult task.

MARTY KAIN reported that all went well with Election Officers and that the clerk books appear to be looking good.

Further reported that he has received the 1408 payroll and is working on it with anticipation of submitting it to payroll by the middle of the upcoming week.

Stated that there was a problem in Ward 1, Precinct 3 on election day. He has requested that the complaint from the Warden be in writing and will present it to the Board at the next meeting.

ESTRELLA WHITE requested that the phone on her desk be reinstated to be used as a Spanish Hot Line.

Deadline for requesting a recount is Monday. If no recount petition if filed we will hold the lottery for position on the ballot on Friday, October 4, 1991 at 11:00 A.M. or 6 P.M. in the Council Chambers.

AJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 3:00 P.M. OCTOBER 4, 1991

PRESENT: All Commissioners
STAFF : V. Cawely, John Dononvan, Sr., John Donovan, Jr., G. Cushman, M. Barry, J. McElligott, M. Kain & M. Boudreau.

COMMISSIONER FONTANEZ - opened this meeting at 3:00 P.M.

COMMISSIONER SHEPPARD - motioned the Board to accept the minutes of the previous meeitng (9-27-91).
Commissioner Arrigal second the motion and all were in favor.

JOHN DONOVAN, SR. - Stated that a petition had been filed in this office for a recount in District 7 and that all the required signatures had been certified. This recount was conducted on this day with two teams - starting time was 9:00 A.M. Paper ballots were counted in this office starting at 12:30 P.M. Mr. Donovan further stated that the results of this recount had no change involving the two candidates who will be running in the city election on November 5, 1991 (Owens/Crayton) Reported that a few minor changes occurred involving other candidates but nothing significant.

Mr. Donovan, Sr. presented to the Board the results of the September 24, 1991 for certification (on file).

COMMISSIONER KILLILEA presented to the Board a draft of guidelines for Poll Checkers (attached)

After some discussion Commissioner Fontanez requested that Jack McElligott and Commissioner Killilea further research and present findings at next Board Meeting.

Jack McElligott recommended that a Voting List be placed outside each polling location 20 days prior to the Elections. Further stated that the law allows at a polling location behind guard rails (4 people) namely, Warden, Clerk and two Inspectors. Police officer is suppose to be sitting outside the guard rails.

VINNY CAWLEY - Requested permission from the Board to start working overtime tomorrow, Saturday. Hopefully October 15, ballots will be in. He will not be working Sundays until possibly closer to the election it may be necessary. He further does not anticipate to have to work October 14, Columbus Day. Board granted permission.

Jack McElligott requested from Mr. Cawley: if it would be possible to enlarge the size of the printing on the ballots for the Shoup Machines. Stated that after reviewing the clerks books he observed several complaints of this nature. Vinny stated that this enlargement would be increased for the City Election.

MARTY KAIN - Reported that as instructed at the previous Board Meeting, he along with Commissioner Killilea interviewed the Warden from Ward 1, Precinct 3 and that there is no official complaint filed.

GEORGE CUSHMAN - has noted that in the Clerks books, it was brought up on numerous occassions that the curtains on the HP machines would remain close all day.

Commissioner Fontanez requested that George Cushman draw-up a letter to all Wardens informing them that the curtains were adjusted to remain close to make it easier on the voter.

CONTINUED.....

Commissioner Sheppard motioned the Board to have George Cushman do the above. Commissioner Arrigal seconded the above and all were in favor.

JOHN DONOVAN, JR. - reported that he is receipt of two Voter Registration requests under 51-26 from Neighborhood Services.

1). Saturday - Oct. 5th. -- 12:00 Noon to 4 P.M. @ City Hall Plaza
2). Sunday --- Oct. 6th. -- 11:00 A.M. to 1 P.M. @ City Hall Plaza

Commissioner Killilea motioned the Board to grant these two registrations. Commissioner Sheppard seconded the motion and all were in favor.

COMMISSIONER FONTANEZ - presented for the records (attached) a letter of thanks from the Police Commissioner Roache.

COMMISSIONER KILLILEA - requested Marty Kain review the clerks book for Ward 9, Precinct 3 and to report back to the Baord on findings at the next Board Meeting on this matter.

COMMISSIONER FONTANEZ request the Board to adjourn.
Commissioner Arrigal second the motion.
All in favor.

ADJOURN: ATTEST:

EVERETTE SHEPPARD, SECRETARY

I JOHN HUGO
HAVE WRITTEN THIS LETTER
TO INFORM THE ELECTION DEPARTMENT
OF THE CITY OF BOSTON
THAT IT IS MY INTENTION
TO REMAIN
IN THE MAYORS RACE
AS A WRITE-IN CANDIDATE.

ALTHOUGH IT IS CLEAR
THAT THE INCUMBANT RAY FLYNN
WILL TAKE AT LEAST 70%
OF THE VOTE IN THE PRELIMINARY,
I THINK IT REASONABLE TO SUGGEST
THAT THE 2ND PLACE POSITION
IS ATTAINABLE
WITH MY PRESENT SUPPORT

I TURNED IN ENOUGH SIGNITURES
ON MY NOMINATION PAPERS
TO SHOW MYSELF
A SERIOUS CANDIDATE
AND SO REQUEST
THAT THE ELECTION DEPARTMENT
DILLIGENTLY INFORM THE CITY WARDS
BY LETTER →

CITY OF BOSTON
ELECTION DEPT.
1991 SEP 18 PM 2:18

OF MY INTENTION
TO RUN AS A WRITE-IN CANDIDATE
I WILL RESPECTFULLY REQUEST
A COPY OF SAID LETTER
FOR MYSELF

I FEEL STRONGLY
THAT THIS WILL FASCILITATE
THE FLOW OF THINGS
ON ELECTION DAY
SEPTEMBER 24, 1991

THANK YOU.

JOHN
HILL

Boston Police

Office of the Commissioner
154 Berkeley Street
Boston, Massachusetts 02116

September 30, 1991

Jovita Fontanez
Chair
Board of Election Commissioners
Election Department
Boston City Hall
One City Hall Plaza
Boston, MA 02201

Dear Ms. Fontanez:

I would like to take this opportunity to thank you for your September 26 letter commending the members of the Boston Police Department for the assistance they provided at the City of Boston Preliminary Election on Tuesday, September 24, 1991.

I am very pleased all of the Officers were courteous and professional in the performance of their duty. You will be happy to know that I have forwarded your letter to the various districts to be posted on the bulletin boards.

Once again, thank you for taking the time to write.

Sincerely,

Francis M. Roache

Francis M. Roache
Police Commissioner

cc: Deputy Superintendent Robert E. Hayden, Jr.
Commander, Area A

Deputy Superintendent Pervis Ryans, Jr.
Commander, Area B

Deputy Superintendent Paul F. Bankowski
Commander, Area C

Deputy Superintendent James M. Claiborne
Commander, Area D

Deputy Superintendent Gerard P. McHale
Commander, Area E

FMR/mt

The term " poll checkers " is used to describe persons who sit at a table outside of the guard rail in a polling place (precinct polling location) and check the names of persons voting. These people generally are representatives of candidates, political parties or news organizations. In the Rules and Regulations of the Secretary of State these " poll checkers " are included in the definition "observers " (53.03 (18) a).

Any person may observe an election. All observers must be orderly and must not obstruct the access of voters. The discretion of the warden is essential to maintain order and access. When good order or access is threatened the warden shall instruct the police officer at the polling place to remove any person who is obstructing access. The warden shall ask for the cooperation of the poll checkers in collecting and sharing information.

Since the election process is an open and public process, the idea that someone must present a letter at the polling location or send one to the election department is dubious.

(53.03 (18) a).

(18) Candidates' and Their Workers' Rights and Restrictions.

(a) Observers. To achieve the legal requirement that the election be held in public view, observers shall be allowed inside the polling place, outside the guard rails, unless they are disorderly or obstruct the access of voters. They may keep notes including marked voting lists. If there are so many observers in the polling place that they obstruct voters, they may be asked to cooperate in collecting information. The warden may exclude from the polling place any person who is disorderly or who obstructs the access of voters.

IN BOARD 9:00 A.M. OCTOBER 10, 1991

PRESENT: Commissioners, Fontanez, Sheppard & Arrigal
STAFF: M. Barry, V. Cawley, M. Boudreau, John Donovan, Sr., John Donovan, JR., J. Cushman & G. Cushman.

COMMISSIONER FONTANEZ - opened the meeting at 9.00 A.M.

COMMISSIONER SHEPPARD - motioned the board to accept the minutes of the previous board meeting (10-4-91).

Commissioner Arrigal second the motion

All in favor - aye
All opposed - nay

Motion approved.

JOHN DONOVAN, JR. - Stated that he has two request for Voter Registration in Chinatown from Neighborhood Services under 51-26 for Saturday and Sunday.

Commissioner Sheppard motioned the Board to grant these two request for Voter Registration on Saturday & Sunday.

Commissioner Arrigal second the motion

All in favor - aye
All opposed - nay

Request granted.

VINNY CAWLEY - Stated that the remainder of the Absentee Ballots should be completed and delivered to this office today. He expects to receive some ballot strips tomorrow giving him the opportunity to start setting up machines on Saturday. He further anticiaptes to receive the remainder of the Ballot Strips on Tuesday.

During the printing of the Absentee Ballots at the Printing Plant, security was provided by a Municipal Police Officer during the entire duration of the printing and further accompanied the ballots to the election department until they were secured in our vault. This service by Municipal Police was provided for two days.

JOHN CUSHMAN & Commissioner Fontanez will meet on Tuesday or Wednesday to review and attempt to clarify control on:

a). Teachers (Chap. 630) -- deputized registrars
b). Telephones ... both in the reduction of services on bills and the confusion of the telephone situation on Election Day.

COMMISSIONER SHEPPARD motioned the Board to adjourn. Commissioner Arrigal seconded the motion and all were in favor.

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. OCTOBER 18, 1991

Present: All Commissioners
Staff: M. Barry, M. Boudreau, J. Cushman, V. Cawley, J. McElligott, G. Cushman, E. White, J. Donovan, SR., M. Kain & J. Donovan, JR.

COMMISSIONER FONTANEZ opened meeting at 11:00 A.M.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting (10/10/91).

Commissioner Killilea second the motion and all were in favor.

COMMISSIONER KILLILEA - RE: Four (4) Day Problem on Nomination Petitions.

Stated the this is a simple problem solved by Home Rule petition which would be given on this day in the afternoon.

JOHN DONOVAN, SR. - Stated that Ward Registration which ended Wednesday, October 16, 1991 produced a total of 678 New Registrations City Wide.

Total current registered voters: 217,000 with 2nd. Supp. for the November 5, City Election total should be approximately 221,000.

VINNY CAWLEY: Reported that 74 precincts are completed and expects all completed by October 29th. or 30th. Machines shipment will start on October 29, 1991.

Stated that the printing on the ballots have been increased is size making the ballots easier to read.

JOHN DONOVAN, JR. - Stated that all request for Voter Registration sites are concluded - none to date are outstanding and he has not received any complaints from petitioners.

COMMISSIONER FONTANEZ - Reported that the Board has received a request from a member of the Republican State Committee.
Commissioner Sheppard stated that the Petitioners are aware that Voter Registration for the City Election has closed on October 16th. and that the request is more of an educational session. Commissioner Fontanez is requested to attend this session.
Request is under 51-26 at the Roxbury Community College on October 30th., 1991.

Commissioner Killilea motioned the Board to accept the above.
Commissioner Sheppard second the motion.
All were in favor.

COMMISSIONER KILLILEA questioned John Donovan, Jr. as to if he had received complaints concerning candidates giving out literature at registration sites? John Donovan, Jr. answered "no", but in the past was informed by the Office of the Secretary of State that if a candidate does not interfere with the actual registration of a voter then there is no cause for complaint.

COMMISSIONER FONTANEZ: Reported that she is in receipt of a request from the Hebrew Rehabilitation Center to conduct their election on October 31st., 1991.

After some discussion by the Board of previous years experience it was decided that John Cushman call this center and inform them that the Board has approved the Election for November 1st., 1991 at 9:30 A.M. in lieu of October 30th., 1991.

COMMISSIONER KILLILEA - POLL CHECKERS:

Repeated that he stands by his interpretation of the law pertaining to poll checkers and that no written approval from the Board is necessary.

Suggested that the Board get together and write, "Rules & Regulations ", to be used as guidelines for the Wardens. This cannot be accomplished for the City Election but should be completed by December to be implemented for the Presidential Primaries in March of 1992.

Commissioner Sheppard motioned the Board to vote that the Board get together and write out "Rules & Regulations " as stated above.

Motion was seconded by Commissioner Killilea and all were in favor.

It was decided by the Board that either the Wardens or Clerks would be called in to attend a training session prior to the City Election. It was determined by the Board that this training session is necessary to up-date the Wardens or clerks on updated policies. This cost is estimated to be $6,000.

The Board did discuss the 150' from entrance of a polling place as the law reads for political candidates to pass out political literature. It was further mentioned that when this law was written most polling locations were in public schools which was easy to implement with school yards, gates etc. Today polling locations are in buildings with the entrance being directly off the sidewalk - 150' may be in the middle of an intersection which makes implementing difficult or impossible.

Commissioner Sheppard motioned to adjourn
Commissioner Killilea second the motion
All in favor - no opposition

Adjourn

Attest:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. OCTOBER 25, 1991

PRESENT: Commissioners Fontanez, Sheppard & Killilea
STAFF: G. Cushman, J. Cushman, M. Barry, J. Donovan, Sr., V. Cawley, J. Donovan, Jr., Jack McElligott, E. White, M. Boudreau.

COMMISSIONER FONTANEZ OPENED THIS MEETING AT 11:00 A.M.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting (10-18-91).

Commissioner Killilea seconded the motion and all were in favor.

JOHN F. DONOVAN, SR. - Stated that the 2nd. Supp. is presently being printed and should be ready Monday or Tuesday.

Total voters to be approximately 221,000. Mr. Donovan stated that this is the lowest that he has ever seen.

Commissioner Fontanez questioned all present as to if anyone had any comments as to why registration was so low.
Commissioner Sheppard commented that we do honor all request that fall within the guidelines.

George Cushman feels that this year with budget problems that we were not as visible as we have been in the past.

Jack McElligott questioned if we publicized Ward Registration in local newspapers ? Marie Boudreau answered "Yes". Other staff present reported observing this publication in their local newspapers.

VINNY CAWLEY reported that the warehouse staff has completed 186 precincts with 66 left - 10 of which cannot be worked on until the weekend prior to the election.

Mr. Cawley further stated that he has ordered 300 "Vote Here" signs. These signs will be set in place at all polling locations on the morning of the City Election.

JOHN CUSHMAN - RE: Absentee Voting

a). the election at 1200 Centre Street will take place on November 1st. at 9:30 A.M.

b). absentee request were slow but have picked up and they currently busy in the AV process.

c). telephones at polling locations do not appear to be a problem.

d). to date he has not received any volunteers to staff election day telephones (request were delivered to all departments within the building on Wednesday, October 23, 1991 - outside of the building, they were mailed on the same date.

George Cushman suggested that it may be advisable to send candidates who have been ceritfied a letter of information. This would prevail for future elections. The letter to the candidates would simply inform them that if they had any questions or concerns - you would call i.e. AV - John Cushman - Voter List - John Donovan etc.

Commissioner Fontanez stated that she has a letter which all Commissioners have copies - the letter is a review of procedures to Wardens for Election Day. This letter will be mailed by the Can Share Coordinator along with

with information regarding the Can Share Drive at Polling Locations.

Commissioner Sheppard motioned the Board to approve the above.
Commissioner Killilea second the motion
All in favor - aye
All opposed - nay

Motion approved

Adjourn:

Attest:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. NOVEMBER 1, 1991

PRESENT: Commissioners Fontanez, Sheppard & Arrigal. Commissioner Killilea is presently conducting Election at the Jewish Rehabilitation Center.

STAFF: J. Cushman, E. White, V. Cawley, M. Boudreau, J. McElligott, G. Cushman, J. Donovan, Jr., M. Kain & V. Cawley.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

COMMISSIONER SHEPPARD motioned the board to accept the minutes of the previous meeting on October 25, 1991.

Commissioner Arrigal seconded the motion and all were in favor.

JOHN DONOVAN, JR. - Reported that all preparations are in order from the vault section for Tuesday, November 5, 1991.

VINNY CAWLEY - Reported that all machines are completed except for the few precincts that can only be done this weekend.

Approximately 15 telephones remain to be checked at the polling locations.

JOHN CUSHMAN - RE: ABSENTEE BALLOTS

To date 2,070 requests has been received and processed. Approximately 50 additional requests were received but were deemed as defective & rejected due to numerous reasons: i.e - lack of signatures or address or no witness to name a few.

COMMISSIONER FONTANEZ questioned as to the progress on recruiting volunteers ? John Cushman reported that the morning shift is fully staffed with volunteers, however only one volunteer to date for the afternoon from 3 to 5 P.M.

Commissioner Fontanez requested that John Donovan, Jr. to give list of $7 per hour people who worked the Preliminary to Mary Barry and further stated that she would meet with John Jr. on this matter on Monday morning.

JOHN CUSHMAN stated that he will set up 25 telephones on the floor tomorrow (Sat.) and would check each phone to assure that they are working.

RE: HIGH SCHOOL REGISTRATION:

One teacher dropped off 12 registration forms yesterday (10/31/91) of voters who registered prior to the cut off date of 10/16/91. Others have done same. Approximately 20 names have to be hand written on the Voter List as these people did register in accordance with the law.

George Cushman - on this above matter stressed how we lack control through no fault of our own. Prior to the implementation of this program which was forced on us, we would always do Voter Registration at High Schools throughout the City. Not only did we have control at that time, we would also produce ten times more registrations from the high schools.

John Cushman recalled at a training session with one high school teacher. This teacher could not understand the difference in the Street Book between odd and even numbers. This same teacher when he returned his registration affidivats, he had signed his name where the person who registered was suppose to sign.

Commissioner Fontanez stated that she would take this High School Registration under advisement and would report to the Board on this matter at a later date.

MARTIN KAIN: ELECTION OFFICERS - All vacancies filled except for three cancellations this morning which he will attempt to fill immediately.

He has received word that the checks for the preliminary election were mailed yesterday - this was confirmed when one election officer called him informing him that she had received her check this morning.

GEORGE CUSHMAN stated that all seems to be on order for the election on Tuesday. He cannot see any loose ends that would require addressing. Ask if food would be furnished and if parking assignments were in order ? Marie Boudreau answered Yes to the above.

George also stated that poll checker letters were being issued upon request, however if someone appeared at the polls without a poll checker letter issued from this department, they must be allowed same as letter is not required by law.

George further predicted voter turnout to be in the low forties.

GEORGE CUSHMAN agreed to collect $10.00 from each manager for the City of Boston Can Drive and give the money to Vinny Cawley who will be going to a wholesale warehouse on November 12 to purchase can goods.

COMMISSIONER ARRIGAL motioned to adjourn
Commissioner Sheppard second the motion
All in favor - aye
All opposed - nay

ATTEST:

_____

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. NOVEMBER 8, 1991

PRESENT: Commissioners: Fontanez, Sheppard & Killilea

STAFF : V. Cawley, J. McElligott, John Donovan, Sr., E. White, J. Cushman, J. Donovan, Jr. & M. Boudreau.

COMMISSIONER FONTANEZ opened meeting at 11:00 A.M.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous week (11-1-91).

Commissioner Killilea second the motion and all were in favor.

COMMISSIONER KILLILEA stated that he received call Election night expressing concerns that the polls did not remain open after the 8 PM closing in accordance with the law. Similar calls have been received in the past.

Commissioner Killilea motioned the Board to conduct a study of the above in preparation of a report for filing a bill in this regards.

Commissioner Sheppard seconded the motion and all were in favor.

Commissioner Killilea further stated that he had received complaints regarding the Amy Lowell House as polling location for Ward 3, Precinct 4. Several voters would like it moved back to the Library.

Mr. Cawley responded to this complaint in the following manner. The Library is not Handicapped accessible, has no parking and we cannot store the machines there, whereas storage is available at the Amy Lowell House.

Commissioner Killilea will inform whoever contacted him with the complaints of the reason.

JOHN F. DONOVAN, SR. - stated that loads of ward papers were coming in today for Ward & State Committee.

Stated that the City Election was held on November 5, 1991 and results were ready for certification.

Commissioner Killilea motioned the Board to accept certification as described by Mr. Donovan, Sr., Head Registrar of Voters.

Commissioner Sheppard second the motion

All in favor - aye
All opposed - nay

Motion approved - (results on file).

COMMISSIONER FONTANEZ expressed her thanks to John Cushman for his memo's and efforts on the absentee division and high school registrations. Further expressed thanks to all who worked on the absentee section.

VINNY CAWLEY - presented the Board with all necessary information in preparation for a recount in districts 7 & 9 (if recount is called).

COMMISSIONER KILLILEA expressed a special thanks to John Donovan, JR. for all his extra work in preparation for the Can Share Food Drive at Polling Locations. Stated that 100 cases were donated by voters.

COMMISSIONER SHEPPARD motioned to adjourn, Commissioner Killilea seconded the motion and all were in favor.

Adjourn: ATTEST:

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. NOVEMBER 15, 1991

PRESENT: Commissioners: Sheppard & Killilea
Commissioner Arrigal who is out ill phoned in his proxy vote to Commissioner Killilea to conduct the meeting.

Due to the absence of Jovita Fontanez, Chair who is out of State on business no business was discussed on this day.

ATTEST:

James M. Killilea

JAMES KILLILEA, COMMISSIONER

IN BOARD 11:00 A.M. NOVEMBER 22, 1991

PRESENT: Commissioners: Fontanez, Arrigal & Killilea

Commissioner Sheppard is on vacation.

STAFF: V. Cawley, J. Cushman, M. Barry, J. McElligott, M. Boudreau, J. Donovan, Sr., J. Donovan, Jr. & E. White.

COMMISSIONER FONTANEZ officially opened this Board meeting at 11:00 A.M.

COMMISSIONER FONTANEZ stated that she had been contacted by the City of Boston Law Department regarding pending court cases:

a). Mr. Thomas Horan - case was dismissed in October.
b). Garrison vs. City of Boston Ballot Law Commission is in Federal Court (Judge Young).
c). Owens - being appealed.

COMMISSIONER KILLILEA stated that we have received 3000 initiative petitions - 99% of which have not been Ward & Precinct. Monday, at 5 PM is the deadline for filing and we have 5 business days to complete the certification. Mr. Donovan Sr. will have a better overview of what will be necessary to complete this process in a timely fashion on Monday.

VINNY CAWLEY stated that he has been in contact with the Office of the Secretary of State regarding the High Tech Party, and was informed that voting will be on paper ballots.

Mr. Cawley recommends that we be equipped at each polling location with some type of cubical for privacy.

Commissioner Fontanez requested Commissioner Killilea & Arrigal look into this situation.

Jack McElligott stated that a couple of years ago the Board had voted to provide cubicals at polling locations - he submitted this request up-stairs but was knocked out of the box at some point. Jack will research copies of the paper work submitted.

Mr. Cawley stated that a few years ago he designed a small cubical that can be stored in the voting machines. Stated that a few high schools (Brighton High, S. Boston High and the Humphrey Center) have sheet metal shops. This would be a good project for the School Department - all we would have to pay would be for stock.

COMMISSIONER FONTANEZ requested that Vinny speak with whomever at the School Department or S. Boston High and make arrangements for a meeting.

Vinny further stated that this project should be completed to be placed in tack for the Presidential Primaries. Also stated that prisons have sheet metal shops and proceeded to name the Department of Corrections on Nashua Street.

COMMISSIONER FONTANEZ stated that the City Clerk is to be informed that no Board Meeting will be held next Friday, November 29,1991, due to the holiday.

COMMISSIONER KILLILEA motioned to adjourn, seconded by Commissioner Arrigal and all in favor.

ADJOURN: ATTEST:

Jovita Fontanez

JOVITA FONTANEZ, CHAIR

IN BOARD 11:00 A.M. DECEMBER 6, 1991

PRESENT: All Commissioners
STAFF: V. Cawley, G. Cushman, J. Cushman, M. Boudreau, J. McElligott, M. Barry, E. White & M. Kain

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

COMMISSIONER FONTANEZ asked if all Commissioners and Managers had received her memo informing all that on Tuesday, December 10, 1991 a meeting would take place regarding the Annual Listing of Redidents. All had received memo except Mr. Cawley. Marie Boudreau will see that Mr. Cawley receives a copy of this memo following this meeting.

COMMISSIONER FONTANEZ INFORMED ALL THAT:

a). That the Homeless Shelter will be conducting a census on the Homeless on Wednesday evening, December 11, 1991. If anyone is interested in volunteering, please see Commissioner Fontanez after this meeting and she will direct you to Ann McGuire.

b). This evening at 6 P.M. the Prudential Center will conduct it's Annual Christmas Tree Lighting Festivities. All are welcome to attend, if interested.

INITIATIVE PETITIONS : Presented to the Board for approval:

1991 -----7,450 Petitions
68,946 TOTAL CERTIFIED REGISTERED VOTERS (copy attached)

Commissioner Fontanez expressed her thanks to all for their efforts in assuring that the Election Department complied with the law in meeting the certification deadline. Requested that managers express her gratitute to any temporary staff they may know who worked the weekend for us.

COMMISSIONER SHEPPARD - Motioned the Board to accept the minutes of the previous meeting.

Commissioner Arrigal second the motion and all were in favor.

CHRISTMAS PARTY:

a). Will take place on Thursday, December 19,1991 at the Blackstone.

b). Cost is $20.00 per person.

c). Time - 1:00 P.M.

d). Menu is available for anyone to view - copies have been circulated.

e). If any outsiders are interested, please inform them of the above and direct them to be in contact with Commissioner Sheppard prior to Friday, December 13, 1991 which is last day for payment.

After some discussion the Board unanimously agreed that it be mandatory that Commissioner Roache, Chairman of the Listing Board or his designee and a representative from the City of Boston Law Department be present at Tuesday's Listing Meeting.

Commissioner Fontanez stated that she would extend invitations to both Commissioner Roache and a to a representative from the Law Department.

COMMISSIONER SHEPPARD requested that all Commissioners be given a copy of the letter Commissioner Fontanez submitted to Commissioner Roache.

Commissioner Fontanez immediately had this letter copied and issued all Commissioners a copy (copy attached).

Much discussion regarding the listing was aired i.e.

Jack McElligott feels that we are following in the footsteps of 1982, whereas a monitor was assigned to this department.

GEORGE CUSHMAN: - RE: - MAILING

His feeling is that just the delivery rate will be 50% and predicts that we will drop 100,000 voters.

JACK MCELLIGOTT stated that we have received no cooperation from anyone regarding the listing; Mayor's Office, City Council or Budget. All we receive is advice.

COMMISSIONER FONTANEZ stated disagreement with Jack - her feelings are that the Administration and Budget have been supportive - but no check. She further stated that we run a good department and that we should keep an open mind upon entering Tuesday's meeting and brainstorm as to how we can best develop a way to combined Listing/Jury list.

George Cushman responded that it's hard to have an open mind when the City of Boston was never funded for the Presidential Primaries, never mind the Listing. Stated that the Listing Board should go to Court on this issue.

Approximately 14 years ago when the Board became involved in the Listing- the budget appropriation for Listing was $450,000. Fourteen (14) years later in 1990 the budget allocated was still $450,000. The listing we conduct is by all means not perfect, however, it's the best we can do with the resources given.

Jack McElligott firmly believes that a strong publicity effort is essential for the effectiveness of a listing but the monies for this service in never made available.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. DECEMBER 20, 1991

PRESENT: All Commissioners

STAFF: M. Barry, G. Cushman, V. Cawley, M. Boudreau, J. Donovan, Sr., J. Donovan, Jr., M. Kain, M. Connolly & E. White.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting.

Commissioner Killilea second the motion and all were in favor.

COMMISSIONER KILLILEA:

a). Stated that he had reviewed the telephone bills. He reported a few discrepancies at a saving of approximately $200.00. He further reported that he is in agreement with John Cushman to keep the phones at the Polling Locations until the March Presidential Primaries. Over-all this will be cost savings in comparison to the high cost of having the telephones completely re-installed for the Presidential Primaries.

b). Initiative Petitions - six have made it to the Office of the Secretary of State. We certified 68,946 signatures. 13,269 did not qualify.

Commissioner Killilea stated that he had discussed with John Donovan, Sr., that 50% of petitions had 1 or 0 certified signatures. Stated that reproduction of papers has caused no control and wonders if our additional cost would be covered under mandated cost.

Commissioner Fontanez questioned the approximate cost ? Mr. Donovan stated that it would be difficult to measure in dollars, however it is possible that this cost could account for 20 to 25% of the over all cost.

Commissioner Killilea will investigate this possibility.

Commissioner Fontanez expressed her thanks to Commissioners Sheppard & Arrigal and to Joe Sablone for their time in the preparation of our successful Christmas Party.

John Donovan, Sr., presented to the Board his findings of merging outside computerized lists with MIS (copy of findings attached).

Mary Barry presented to each Commissioner the findings and recommendations by her assigned study group (copies attached). Mary Barry expressed her thanks to all who worked with her. (copies of laws attached).

Commissioner Fontanez on behalf of the Commissioners expressed thanks for the study performed by these two groups during her absence (being out of state to visit a member of her family who is ailing).

All present are in favor of obtaining a legal opinion pertaining to the Listing.

John Donovan, Sr. informed all that he received petitions this morning from Lyndon H. LaRouche and David Duke. Today at 5 PM is the deadline for filing and deadline to be certified is December 27, 1991 at 5 PM.

Commissioner Fontanez - Party affiliation notification cards to be sent to voters - questioned John Donovan, Sr. has to how long it would take to

get them printed ? Mr. Donovan stated a couple of weeks and reminded the Board that these cards would have to be received in time for voters to change parties if so desired and the deadline for changing party affiliation is February 11, 1992.

Commissioner Killilea motioned the Board to have Commissioners Killilea, Sheppard and Arrigal schedule a meeting with the Jury Advisory Commission, to discuss the legality of the proposed list for Jury List.

Commissioner Sheppard second the motion and all were in favor.

Commissioner Killilea will schedule this meeting.

Commissioner Killilea motioned to adjourn and all were in favor.

Commissioner Fontanez requested that the Commissioners remain in the Board room for discussion.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

Boston

Memorandum

Date: December 17, 1991

To: BOARD OF ELECTION COMMISSIONERS

From: Election and M.I.S. Committee

Subject: TO EXAMINE THE POSSIBILITIES OF MERGING OUTSIDE COMPUTERIZED LISTS WITH M.I.S.LISTS

The Committee held several meetins with one John Cappadona, a representative from M.I.S. After lengthy discussions of the possible use of computer tapes from outside sources and in-house M.I.S. tapes, this Committee is of the opinion that Mr. Cappadona can accomplish this task with the manual help of election department staff.

Mr. Cappadona states that he can convert computer tapes from the following sources:

The 1991 City of Boston Lists: Voter Lists, Assessing Lists, Parking Department Lists.

Outside Sources: New England Telephone Company and Registry of Motor Vehicles (Licensed drivers in the City of Boston).

The State Department of Revenue declined to give any lists re: Chap. 62, Sec. 21,

by combining the above tapes, he feels he can furnish a master numbered tape that can be used for jury purposes in 1992, if the Board elects to do so.

The time frame involved would be three to four months to complete this tape.

Once the phase of this operation is started, assistance from the election department staff will be needed to manually proofread this proposed list for computer gliches, duplications and triplicates that are not picked up by the computer.

Also, at this time Mr. Cappadona says he cannot convert this tape to a Ward and Precinct concept. He noted that in the future, this might be accomplished with a vast input from the election department staff due to the complexity of this project.

The costs of the above project will be determined by the length of time to complete same.

Respectfully submitted,

Commissioner James Killilea
Martin Kain, Administrative Assistant
John Donovan, Jr., Administrative Assistant
George Cushman, Sr. Administrative Assistant
John F. Donovan, Sr., Head Assistant Registrar
Mary A. Barry, Supervisor of Elections

mab

Boston

Memorandum

Date: December 13, 1991

To: Listing Board

From: Management Study Group

Subject: Listing of Residents - 1992

LISTING BOARD LEGAL CONSIDERATIONS

1. ANNUAL LISTING OF RESIDENTS

   Conducted ANNUALLY in order to:

   a). Update Election Department records
   b). Provide accurate (current) list of residents to Jury Commissioner

2. PERTINENT LAWS & ACTS

   a). Mass. General Laws 234 + 234A
   b). Acts & Resolves 1982 sec. 298 - see M.G.L. 234A sec. 9

QUESTIONS

1. If M.G.L. 234 sec. 4 states that the City SHALL ANNUALLY conduct a listing and,

   M.G.L. 234A sec. 10 & 11 states that the City SHALL PAY for the Annual listing of residents,

   then,

   Is any discussion of ways to circumvent these laws without legal counsel proper ?

2. Since M.G.L. 234A sec. 9 assigns ultimate responsibility to the Mayor for any improprieties - has the Mayor been informed that the Office of Budget based on (234A sec.45) studies has not funded the listing process (see memo to Commissioner Roache).

3. Since the Jury Commissioner must provide juries, has he been notified that the Budget Office gave the Election Department no funding ?

   Has he been informed of this meeting ? Perhaps he would have been interested in attending.

4. This office was involved in 1990 in a situation where the Jury Commissioner had such grievous concerns with the listing that it prompted a letter from Paul Carr to Mayor Flynn in which the Jury Commissioner pointed out the Mayor's " ultimate responsibility " for the process. How much responsibility are our

continued....

Listing Board

December 13, 1991

guests willing to shoulder if there should result a repeat of last year's letter ?

5. What role (responsibility) do we take bv involving ourselves in any discussions attempting to circumvent, or violate specific laws ?

6. Will our opinions be dismissed if they are unpopular with our guests ?

7. Should the Justice of the Municipal Court be informed that there are serious differences of opinion among Listing Board Members ? The law provides that avenue.

8. If the Budget Department chose not to fund the listing (memo to Commissioner Roache) based upon studies are they taking responsibility for legal ramifications ? There is nothing in the law that says that the Mayor (or anyone) can delegate such responsibility to the Budget Office.

   Is the Budget Director now a part of the Listing Board given her intimate involvement ?

9. If this " brainstorming " session begins from a no-funding start - could it be considered (in any way) a conspiracy to defraud M.G.L. 234 A sec. 71?

   If this " process " could be considered an attempt to circumvent specific laws who's taking the responsibility ?

   Representative Law Department ? Authorized (to fund) representative from Budget ? Repsentative from the Mayor's Office (<u>ultimate responsibility citing</u>) ?

   Evidently - reoccurrence of 1982.

Boston

Memorandum

Date: December 12, 1991

To: Listing Board

From: Vinny Cawley

Subject: Listing of Residents

PROPOSAL FOR 1992 LISTING
PROCEDURES & BUDGET

LISTING SITES

For better control, it is proposed that the 1992 list sites be combined, therefore, reducing the number to five (5). The new area will be:

1). Area A ---East Boston, Charlestown & West End
2). Area B ---Mattapan & Roxbury
3). Area C ---South Boston & Dorchester
4). Area D----Brighton & South End
5). Area E----W. Roxbury & Hyde Park

PERSONNEL FOR RESIDENTIAL LISTING

There will be a total of one hundred (100) enumerators, and the number of enumerators assigned to each site office will be determined according to area work load.

Two (2) permanant election personnel including one manager will also be assigned to each area site office.

SCHEDULE

The work week will begin on Wednesday and end on Sunday for all personnel.

HOURS OF OPERATION

Assuming twenty (20) enumerators will be assigned to each site office, the hours of operation will be as follows:

Ten (10) enumerators ---	Wednesday-Friday ----	8 A.M. - 4 P.M.
" " "	" "	10 A.M. - 6 P.M.
All enumerators ---------	Saturday & Sunday --	9 A.M. - 5 P.M.
Election Personnel ----------	Wednesday - Friday -	7 A.M. - 3 P.M.
	Saturday ---------	7 A.M. - 3 P.M.
	Sunday ----------	7 A.M. -12 Noon

Staggard hours for the enumerators will allow the election personnel to process in coming work and prepare out-going work.

PERSONNEL FOR MULTIPLE LISTING

For maximum efficiency and effectiveness, it is suggested that ten (10) police officers do all multiple listing city wide. Because the assigned officers

continued

Listing Board

From: Vinny Cawley

will be on the police payroll, there will be no cost to the Election Department, saving this department approximately $ 80,000.

WORK SCHEDULE & HOURS OF OPERATION FOR MULTIPLES

The ten (10) police officers will be assigned to Officer Henchey who will schedule their work and determines their hours and work load.

COST-RESIDENTIAL LISTING PERSONNEL

The plan is to complete the Listing within a window frame of 9 to 12 weeks after the onset listing.. The cost will be as follows:

1). Enumerators --- 100 @ $7.00 per hour x 40 x 9 = $252,000

2). Election Personnel (overtime) 10 people x $400 per person for the week end x 9 weeks ------- = 36,000

3). Election Personnel in Hall - 3 people x $400.00 per person x 9 weeks---------- = 10,800

TOTAL = 298,800

COST MULTIPLE LISTING

There will be no cost to the election department. The police have their own means of transportation and obtaining listing information will require the officers to travel outside of Boston in many instances.

OTHER COSTS

1). Printing Cards -------$4,000
2). Uniforms ---------- 2,000
3). Supplies ---------- 1,500
4). Phones ---------- 2,000
5). Vans ---------- 5,625

Total -$9,500

Five vans should be obtained to transport the workers to their work areas. If the City can provide such transportation, a savings of $5,625 could be realized since rental of these vans would not be required.

SUMMARY OF COST:

1). Enumerators -------$252,000
2). Election (field)-- 36,000
3). " (hall)---- 10,800
4). Other Cost--------- 9,500

Total $308,300

Boston

Memorandum

Date: **December 12, 1991**

To: LISTING BOARD

From: **THE MANAGEMENT STUDY GROUP**

Subject: LISTING **(1992)**

There is a widely held mis-conception that there is such a thing as a perfect listing. There is no Santa Claus. There is no perfect listing. The very nature of listing or Census work dooms any attempt at perfection to failure. The federal census which spends hundreds of millions of dollars does not even attempt to get names. The most knowledgeable minds in this business agree that 80% accuracy is excellent. We can strive for excellence, perfection is unattainable.

The magnitude of the task is overlooked, The City of Boston has been compiling a listing on a shoestring for the last decade, ($450.00). As in everything else, you get what you pay for. In the most basic terms, it is virtually impossible to go out and get an accurate list for a buck a name. If you send out one hundred people to get one hundred names a day for 45 days, you will get 450,000 names.

This is operating on the assumption that you can gain entry at every dwelling. You also assume that everyone is home. You have to count on everyone being fully willing to cooperate. You have to count on an unusually mild winter because winter conditions, cold, ice, wind, sleet, and snow will hamper your efforts a bit.

All the information that has been procured must then be processed. These listing cards must be handled numerous times to check for accuracy, ward and precinct, voter -non-voter, alien status etc. Then the information must be key-punched into the system. There is NO better way of compiling a listing. Through years of trial and error, the system we have is the best you'll get. Is there another city agency who would be willing to accept this arduous, thankless, overwhelming responsibility which is an unbelievable drain on the staff and resources of this department?

All one needs to do is pick up a newspaper to see some of the following problems. White flight, a large influx of immigrants, illegal aliens, disintegrating school system, unsafe neighborhoods, For-Sale signs everywhere, the need for low-income housing, huge student population, jobless rates, the homeless, trouble in housing projects, unavailability of parking, and a host of other troubles are just some of the ever increasing number of problems which directly impact the conduct and accuracy of a Listing.

We strenuously disagree with those who freely criticize the listing. They have no conception of the ward work, years of experience, expertise and tens of thousands of hours of labor involved in compiling a listing. It's comparable to trying to build a sand castle in the face of an incoming tide.

continued.....

December 2, 1991

Listing Board

It is not an uncommon sight for a lister to be working one side of the street just to see a moving truck pull up across the street. The moving truck can be moving out someone from another precinct who's already been listed by another enumerator. Conducting a listing is like trying to hold water in your hand.

Boston is a huge modern City in every sense of the word. That's why all the problems above are mentioned. It's not Boston's fault, it's a societal problem. We are a modern city in a constant state of flux. The major problem with the listing is that its been the bastard step-child of the Election Department since the 70's. Even during the boom times of the 80's the Listing was never financed properly. The listing has been inadequately funded for the past decade.

It is the height of folly to suggest reduced funding for an operation that has been grossly undrerfunded for the last ten years.

Date: December 13, 1990

To: City of Boston Listing Board

From: Jack McElligott --- 11:00 A.M.

In Board: Thompson, Killilea, Sheppard & Arrigal

Discussion: Police assignments with Supt. Evans

Voted to set up meeting Dec. 17, with traffic supervisors

Voted not to mail

Agreed listing needs revision

Agreed more funding necessary

Agreed to have managers assigned to stations Jan. 2, 1991 to setup multiples and list housing developments.

Agreed to Police Officers and voting machine section assigned to Area A and D to list multiples.

Agreed to have managers & listers assigned to the following hours, 11:00 AM to 7 PM, Monday thru Friday and 8 AM to 1 PM on Sat. & Sun.

Agreed to have traffic supv's commencing Feb. 15th. assigned Sat & Sun. from 9 AM to 5 PM for 16 hours.

Boston

Memorandum

Date: December 11, 1991

To: Listing Board

From: Mary A. Barry

Subject: Annual Listing of Residents - 1992

Upon conferring with all the Listing Managers, it was determined that each district is different.

The general consensus was that after selecting the multiples from the file. The most effective method to conduct the Annual Listing was a door-to-door enumeration (including the Housing Developments)

Some managers suggested that a nine to five workday on weekdays was a complete waste.

In some areas night time hours were suggested but others disagreed because of safety factors.

In all cases, weekends were considered crucial, and mandatory to comply with the minimal requirements of the listing law.

A suggested budget is detailed below:

	Enumeration of 227,000 households --------@ $1.50 ea. =	$360,000
***	Verification of 90,000 Multiples ---------@ $1.00 ea. =	90,000
	Overtime Estimates (Saturdays, Sundays and Evenings)----------=	110,000
	Total=	$560,000

Please be aware that inadequate funding in the previous years has resulted in a very poor list, which is in violation of the consent order.

OTHER COST:

MILEAGE (Traffic Supervisors) ----------	$5,000
CARDS ----------	3,500
SUPPLIES (to include expanding wallets)----------	1,600
TELEPHONES ----------	3,000
PRINTING PLANT (forms)----------	1,700
Other cost:	$ 14,800

unemployment
vest/hats (if used)

***** --- 143,000 divided by 1.6 = 90,000**

Boston

Memorandum

Date: DECEMBER 5, 1991

To: BOARD OF ELECTION COMMISSIONERS

From: GEORGE CUSHMAN

Subject: SURVEY OF ELECTION DEPARTMENTS ACROSS THE STATE

Boston is the only city in the State to receive less funding for FY/92 than FY/91. No one can believe that Boston has less money to conduct three elections than we had to conduct two elections last year. The concensus is that it is impossible to comply with state law and conduct three functions with less money. To a person, everyone I spoke to agreed that the law is very explicit on the listing and that the cities and towns are required to conduct a listing. Failure to comply and conduct a listing will result in court action.

Boston

Memorandum

Date: December 10, 1991

To: BOARD OF ELECTION COMMISSIONERS

From: JACK MCELLIGOTT, EXECUTIVE SECRETARY

Subject: ANNUAL LISTING OF RESIDENTS, 1992

Please review the attached memo and quotes concerning the Annual Listing.

May I point out to the Board that the dates and time table on the memo will have to be revised.

The estimated updated costs at this point in time are:

Forms and envelopes ----	227,000 Households	@.17 =	$38,590
Postage (carrier sorted) "	"	@.23 =	52,210
Return Postage 43% -----	100,000 "	@.25 =	25,000
		Total=	$115,800

There will be an estimated 127,000 households to be enumerated @ an estimated cost of 1.00 per household 127,00 - (Traffic Supervisors and Civilian Personnel).

Enumeration of multiples (including housing projects) by police officers, traffic supervisors and civilians -- $105,000.

Additional personnel to be hired in the central office processing, editing and key punching --------$30,000.

Overtime estimate ------$110.000.

Total Cost ---------- $487,800

May I suggest to the Board that a budget for the Listing Board 011-121-0128 be submitted to the City Council immediately.

May I further point out to the Board that we are still under a consent order to have adequate funding and personnel available to conduct to conduct a listing <u>and</u> the Board is <u>liable</u> and the Board <u>ONLY</u> to perform this function.

It is not long ago that this department, in the same set of circumstances conducted an inadequate listing and the outcome was to be placed under a court ordered MASTER.

Section
44. Lists of candidates without party designations; distribution.
44A. Lists of candidates; distribution; signatures of responsible voters.
45. Naturalization fees; paying or promising to pay.

Disorderly Conduct.

46. Disorderly conduct at polling places.
47. Disobeying election, caucus or primary officer.
48. Interfering with election officials.

Tampering with Ballots, etc.

49. Obstructing transmission of ballots or returns.
50. Altering ballots, etc.
51. Tampering with voting machines.
52. Forgery or destruction of ballots; defacement.
53. Identifying mark on ballots.
54. Removing ballots from within guard rail.
55. Fraudulent alteration, etc., of ballots.
56. Challenged ballots; giving information as to vote.

PROCEDURE AND ENFORCEMENT.

57. Arrest without warrant.
58. Prosecutions; trial and judgments, etc.
59. Supreme judicial court; superior court departments; jurisdiction.
60. Conduct contrary to election laws; remedies.

PENALTIES FOR OFFENCES CONCERNING ASSESSMENT, LISTING AND REGISTRATION OF VOTERS.

56:1. False listings of voters; registrars or assistants, listing board members; etc.

Section 1. A registrar, assistant registrar, member of a listing board, police officer or interpreter, who knowingly enters on any list of persons, or causes or allows to be entered thereon, or reports the name of any person as a resident of a building, who is not a resident thereof, shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year.

56:2. Misconduct of registrars or assistants.

Section 2. A registrar or assistant registrar who refuses or wilfully neglects to require, under section forty-four of chapter fifty-one, an applicant for registration to submit an affidavit in compliance with said section, or who knowingly prevents or seeks to prevent the registration of any legal voter, or who knowingly registers the name of any person not qualified to vote, or who is guilty of any fraud or corrupt conduct in the execution of the duties of his office, shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year.

56:3. Neglect of duty; registrars or assistants; listing board members; etc.

Section 3. A registrar, assistant registrar or a member of a listing board or a police officer in a city or town having a listing board upon whom a duty is imposed by any law relating to the listing or registration of voters, who refuses or wilfully fails to perform such duty, or who wilfully performs it contrary to law, shall be punished by a fine of not more than five hundred dollars or by imprisonment for not more than six months.

interest and education in this
on and efficiency between the
or selection and management;
on and efficiency between the
cal units of government in the
lists and other materials. The
members as it deems appropri-
dicial members shall not vote on
. The office shall reimburse
isory committee for reasonable
their duties.

ppointment; salaries

be composed of a jury commis-
jury commissioner, with the
cessary for the implementation
e jury commissioner shall be
or the term of five years. The
cluding the jury commissioner,
ification and compensation plan
dicial court. The jury commis-
e office of jury commissioner.

79, c. 393, § 46.

es

and amend rules of court not
the participating counties and
d management of grand and
the approval of the supreme
setting forth policies, proce
nagement of grand and trial
in courtrooms, and in other
f the objectives of this chap

1984, c. 189, § 157.

Historical Note

St.1984, c. 189, § 157, an emergency act, approved July 12, 1984, substituted "objectives" for "ojectives" in the second sentence.

Prior Laws:

G.L. c. 234A, § 3, as added by St.1977, c. 415, § 2.

Library References

Courts ⟹80(1).
C.J.S. Courts § 172.

§ 9. Liability of cities and towns

The mayor, city manager, or other executive head of a city and the city clerk, jointly and severally, shall have the duty of fulfilling all obligations imposed upon such city under this chapter. The board of selectmen, town manager, or other executive head of a town and the town clerk, jointly and severally, shall have the duty of fulfilling all obligations imposed upon such town under this chapter. Obligations imposed upon cities and towns under this chapter shall include obligations established in the rules of the supreme judicial court and in the regulations of the jury commissioner made and duly promulgated under the provisions of this chapter. Cities and towns having boards of election commissioners or boards of registrars of voters may by letter to the jury commissioner signed by the executive head of the city or town delegate certain responsibilities under this chapter to such boards, but ultimate responsibility for compliance shall not be delegated.

Added by St.1982, c. 298, § 1.

Historical Note

Prior Laws:

G.L. c. 234A, § 3, as added by St.1977, c. 415, § 2.

Library References

Jury ⟹62(1).
C.J.S. Juries § 158.

§ 10. Numbered resident list

On or before the first day of June of each year, each city and town shall make a sequentially numbered list of the names, addresses, and dates of birth of all persons who were seventeen years of age or older as of the first day of January of the current year and who resided as of the first day of January of the current year in such city or town. The names of residents shall be listed and numbered, without duplication, in alphabetical order, one name to each number, along with such other information and in such form and format as shall be specified in the regulations of the jury commissioner. On or before the said date, each city and town

shall submit one copy of this list to the office of jury commissioner and make a copy of such list available for inspection by members of the public. Hereinafter in this chapter, such list shall be referred to as the "numbered resident list" and a particular individual on such list shall be referred to as a "numbered resident". The cost of preparing the numbered resident list shall be paid by the city or town.

Added by St.1982, c. 298, § 1.

Historical Note

Prior Laws:

G.L. c. 234A, § 5, as added by St.1977, c. 415, § 2.

Library References

Jury ⟹60 to 64.
C.J.S. Juries § 155 et seq.

§ 11. Numbered resident file

On or before the first day of June of each year, each city and town having twenty thousand or more residents on its numbered resident list shall submit to the office of jury commissioner an automated copy of such list. Such automated copy, hereinafter in this chapter referred to as the "numbered resident file", shall be a data processing file contained on a magnetic computer tape or disk of such kind and in such format as shall be specified in the regulations of the jury commissioner. Any city or town having less than twenty thousand residents on its numbered resident list may comply with this section. Any city or town that complies with this section shall have fulfilled all of its obligations for submission of population data to the office of jury commissioner for the current year. The cost of preparing the numbered resident file shall be paid by the city or town. The office of jury commissioner shall return said computer tapes to the cities and towns within a reasonable time.

Added by St.1982, c. 298, § 1.

Historical Note

Prior Laws:

G.L. c. 234A, § 8, as added by St.1977, c. 415, § 2.

Library References

Jury ⟹57.
C.J.S. Juries § 155 et seq.

Honorable Raymond Flynn
Mayor, City of Boston
November 20, 1990

I am aware that the Courts sharing the central jury pool at the Suffolk County Courthouse are encountering problems arising from the fact that not enough jurors are appearing at the Courthouse to perform juror service. I am convinced now, more than ever, that this problem is directly attributable to the loss of the above-mentioned large volume of data; i.e., the approximate 118,000 names listed as residents of the City of Boston whose mail was returned to us as undeliverable.

The situation has become acute. For this reason, I feel that it is my responsibility to bring to your attention M.G.L. Ch. 234A, s. 9, which states, in part:

M.G.L. Ch. 234A, s. 9:

"The mayor, city manager, or other head of a city and the city clerk, jointly and severally, shall have the duty of fulfilling all obligations imposed upon such city under this chapter... Cities and towns having boards of election commissioners or boards of registrars of voters may by letter to the jury commissioner signed by the executive head of the city or town delegate certain responsibilities under this chapter to such boards, but ultimate responsibility for compliance shall not be delegated.

Furthermore, the possibility exists that the City of Boston is not following the statutory mandates contained in sections 10 and 11 of said Chapter 234A.

I ask that you please contact my office as soon as possible so that you and I can meet and begin to take steps necessary to correct this matter.

Thank you for your cooperation and assistance with this extremely important matter.

Sincerely,

Paul J. Carr

Paul J. Carr
Jury Commissioner

cc: Robert L. Steadman
Chief Justice
Superior Court Department

John Burke
Administrative Assistant
Supreme Judicial Court of Massachusetts

may promulgate regulations setting forth policies, procedures, and forms for the selection and management of grand and trial jurors at local levels, in the juror pools, in courtrooms, and in other appropriate circumstances in furtherance of the ojectives of this chapter.

Section 9. The mayor, city manager, or other executive head of a city and the city clerk, jointly and severally, shall have the duty of fulfilling all obligations imposed upon such city under this chapter. The board of selectmen, town manager, or other executive head of a town and the town clerk, jointly and severally, shall have the duty of fulfilling all obligations imposed upon such town under this chapter. Obligations imposed upon cities and towns under this chapter shall include obligations established in the rules of the supreme judicial court and in the regulations of the jury commissioner made and duly promulgated under the provisions of this chapter. Cities and towns having boards of election commissioners or boards of registrars of voters may by letter to the jury commissioner signed by the executive head of the city or town delegate certain responsibilities under this chapter to such boards, but ultimate responsibility for compliance shall not be delegated.

Section 10. On or before the first day of June of each year, each city and town shall make a sequentially numbered list of the names, addresses, and dates of birth of all persons who were seventeen years of age or older as of the first day of January of the current year and who resided as of the first day of January of the current year in such city or town. The names of residents shall be listed and numbered, without duplication, in alphabetical order, one name to each number, along with such other information and in such form and format as shall be specified in the regulations of the jury commissioner. On or before the said date, each city and town shall submit one copy of this list to the office of jury commissioner and make a copy of such list available for inspection by members of the public. Hereinafter in this chapter, such list shall be referred to as the "numbered resident list" and a particular individual on such list shall be referred to as a "numbered resident". The cost of preparing the numbered resident list shall be paid by the city or town.

Section 11. On or before the first day of June of each year, each city and town having twenty thousand or more residents on its numbered resident list shall submit to the office of jury commissioner an automated copy of such list. Such automated copy, hereinafter in this chapter referred to as the "numbered resident file", shall be a data processing file contained on a magnetic computer tape or disk of such kind and in such format

as shall be specified in the r
Any city or town having les
its numbered resident list m
city or town that complies
all of its obligations for su
office of jury commissioner
preparing the numbered resic
town. The office of jur
computer tapes to the cities a

Section 12. On or before
the office of jury commissi
prospective jurors to be dra
number shall be as nearly
population of the city or t
judicial district in which the
multiplied by the total numbe
the judicial district. The
required for each judicial
jury commissioner as a mat
the cities, towns, and juc
section shall be determined f

Section 13. On or before
the office of jury commissio
jurors for each city and to
resident list or numbered
shall generate a sequence
city or town. On or befor
to each city or town that h
file under section eleven of
of random numbers gener
number of random numbers
the total number of prosp
corresponding city or tow
twice in the same sequence
shall be greater than the
residents on the numberec
city or town. Each rand
correspond to the numberec
on the numbered resident
city or town. Each such
selected, shall be a prospe
method of generation of r
the jury commissioner and
the jury commissioner. T
random number generation
be compiled by the office

appropriate and to supplement, elaborate, or explain this instruction to the jury with reference to the particular case being submitted to it. This section shall not be construed as a limitation in any way upon the authority of the court to make such further charges as are appropriate.
Added by St.1982, c. 298, § 1.

Historical Note

Prior Laws:
G.L. c. 234A, § 45, as added by St.1977, c. 415, § 2.

Library References

Trial ⇐217.
C.J.S. Trial §§ 298, 320, 322.

§ 71. Fraud in processing or selection of jurors or prospective jurors

Whoever is guilty of fraud in the processing or selection of jurors or prospective jurors either by causing any name to be inserted into any list wrongfully, or by causing any name to be deleted from any list wrongfully, including wrongful data entry or the altering of any data processing machine or any set of instructions or programs which control data processing equipment for such wrongful purpose, shall have committed the crime of jury tampering, and, upon conviction thereof, may be punished by a fine of not more than ten thousand dollars, or imprisonment for not more than two years, or both. This section shall not limit any other provisions of law concerning the crime of jury tampering.
Added by St.1982, c. 298, § 1.

Historical Note

Prior Laws:
G.L. c. 234A, § 46, as added by St.1977, c. 415, § 2.

Library References

Obstructing Justice ⇐6.
C.J.S. Obstructing Justice or Governmental Administration §§ 3, 4, 18, 19.

§ 72. Preservation of official records and papers compiled and maintained by office of jury commissioner

All official records and papers compiled and maintained by the office of jury commissioner shall be preserved for three years after the calendar year to which they apply. Official records shall include records in automated form on magnetic tapes and disks.
Added by St.1982, c. 298, § 1.

H

Prior Laws:
G.L. c. 234A, § 47, as added by St.19
415, § 2.

Lib

Jury ⇐59.
C.J.S. Juries § 156.

§ 73. Challenge of array

A party may challenge the
for appropriate relief. This ch
any individual juror is examine
challenge shall be in writing, s
facts and demographic data
The challenge shall be tried b
of the court, be decided on t
challenge. Upon the trial of
ined on oath by the court and
the challenge is sustained, the
Added by St.1982, c. 298, § 1.

Prior Laws:
G.L. c. 234A, § 48, as added by St.1
415, § 2.

L

Jury ⇐114 to 121.
C.J.S. Juries § 260 et seq.

N

1. **In general**

If trial court finds that burden of
cation is not sustained as to any
questioned peremptory challenge
sumption of their validity is rebutt
court must then conclude that jury
stituted fails to comply with represe
cross section requirement, must disn
ors thus far selected, and must qu
remaining venire, since complaining

§ 74. Irregularities or de aside

Any irregularity in compil
or any irregularity in qua

IN BOARD 11:00 A.M. JANUARY 3, 1992

PRESENT: All Commissioners

STAFF: John Donovan, Sr., Marie Boudreau

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting (12/20/91).

Commissioner Arrigal second the motion and all were in favor.

COMMISSIONER KILLILEA - Reported that he along with Commissioners Sheppard & Arrigal had met on December 27, 1991 at 10:00 A.M., 98 North Washington Street with Jury Commissioner Carr and Judge Mulligan who is the Chairman of the Jury Advisory Commission, regarding the proposed format change for the jury list. After much discussion the judge recommended that we draw-up our proposals to be ready and presented in writing for their next meeting on January 15, 1992.

Commissioner Killilea is currently working on this letter and will have it ready Monday afternoon (January 6, 1992).

Commissioner Fontanez suggested that we have this letter reviewed prior to delivering to the Judge by the Law Department.

COMMISSIONER ARRIGAL concurs with Commissioner Killilea on this matter.

JOHN DONOVAN, SR. stated that the Board has certified the following papers:

14	Papers	Certified for	Ralph Nader
18	"	" "	David Duke
1	"	" "	William Weld
1	"	" "	Partick Buchanan

COMMISSIONER FONTANEZ reported for Vinny Cawley who is on his way that the Warehouse staff will be starting on Monday, January 6, 1992 with 3 teams for the setting up of Voting Machines for the Presidential Primaries.

COMMISSIONER FONTANEZ - Expressed her thanks to the Election Department Staff for their participation in the CITY OF BOSTON EMPLOYEE CAMPAIGN.

Out of 42 staff members - 35 employees participated in this campaign which is 83%.

In 1990 our department donated - $2,375.00.
In 1991 " " " - $2,541.00

Commissioner Fontanez expressed a special thanks to Vinny Cawley due to 100% participation at the Warehouse and a special thanks to Adjie Hurley for coordinating this effort on behalf of the Election Department.

COMMISSIONER SHEPPARD - RE: Passing of former employee - Ralph Byrd.

In lieu of flowers - donation are being collected by Anna Kazar and will be given to the family.

COMMISSIONER ARRIGAL motioned to adjourn
Commissioner Sheppard second the motion and all were in favor.

continued....

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. JANUARY 10, 1992

PRESENT: ALL COMMISSIONERS
STAFF: Mary Barry, Vinny Cawley, Marie Boudreau & John Donovan, Sr., (Jack McElligott on vacation day).

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

1). Stated that one candidate originally expected to be on ballot for Presidential Primaries withdrew his candidacy leaving ten (10) candidates on ballot in lieu of eleven (11) on March 10, 1992.

2). Memo was given this morning to Election Staff pertaining to "NO Smoking," in the office. This afternoon Mrs. Barry will issue to staff the laws pertaining to smoking in public buildings.

RE: REQUEST FOR VOTER REGISTRATION: Three (3) request:

1). Codman Square Y.M.C.A. (January 11, 1991) - 9:30 AM to 11:30 AM

2). Outreach, February 6, 1992 - 11:00 AM to 1 PM, Project Place

3). Weekend of February 8 & 9 - details are in draft form, we are awaiting time from agency.

COMMISSIONER KILLILEA motioned the Board to accept and grant these registration requests.

Commissioner Sheppard second the motion and all members were in favor.

COMMISSIONER FONTANEZ informed all that effective January 17, 1992 our CENTREX telephone lines will be changed from 725 to 635. Monday morning an informative session will take place at M.I.S. at 9:30 A.M. Marie Boudreau will attend this session and report any changes or requirements necessary to adapt to this new system.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting (January 3, 1992)

Commissioner Killilea second the motion and all were in favor.

COMMISSIONER KILLILEA presented to Commissioner Fontanez a draft of proposals to Judge Mulligan, Chairman of the Jury Management Advisory Commission - regarding Jury List/Listing of Residnets. Commissioner Fontanez accepted this proposal and stated that she will present it to the Law Department for review.

JOHN DONOVAN, SR. _ PARTY NOTIFICATION CARDS

Stated that 152,000 cards will hopefully be ready for mailing on Thursday, January 16, 1992. These cards will be mailed to Democrats, Republicans and Independent Voters Party.
All staff will start working on this project on Monday, January 13, 1992.

MARY BARRY presented to the Board for approval the payrolls for the week of 1/8 to 1/14 in the amount of $23,827.68 (1401 Permanent Employees) and $392.00 for Emergency Employees.

COMMISSIONER SHEPPARD motioned the Board to accept the above payrolls. Motion was seconded by Commissioner Killilea and all members were in favor.

VINNY CAWLEY presented progress report of status at warehouse. 43 precincts completed to date. Expects to be completed by February 1, 1992 and is hopeful

that the ballots will bb ready by February 10, 1992 at which time he anticiaptes starting overtime.

PROPOSED POLLING LOCATION CHANGES

Ward 14, Precinct 10
Ward 20, Precinct 18
Ward 12, Precinct 2

Commissioners Arrigal & Sheppard will work with Mr. Cawley to oversee that all proper measures are taken in these moves and will present report on these proposals at the next Board meeting.

Commissioner Sheppard requested that Mr. Cawley post at old polling locations, the address of the new Polling Location.

Mr. Cawley responded that this is policy for all moves.

JOHN DONOVAN, SR. presented a Voter Registration request from Douglas Butler for January 16, 1992 from 6 PM to 8:30 PM during the Martin Luther King celebration sponsored by the A. Philip Randolph Institute, Coalition of Labor Union Women, Jewish Labor Committee, and the State AFL-CIO.

COMMISSIONER SHEPPARD motioned the Board to accept this request. Commissioner Killilea second the motion and all members were in favor.

COMMISSIONER KILLILEA motioned to adjourn, seconded by Commissioner Sheppard and all in favor.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. JANUARY 17, 1992

PRESENT: ALL COMMISSIONERS
STAFF: V. Cawley, M. Boudreau, John Donovan, Sr., John Donovan, Jr.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 a.m.

Presented to the Board the following Voter Registration request under 51-26 using $7.00 payroll employees for approval:

a). January 28, 1992 - Boston University School of Medicine - 11 a.m./3 pm.
b). January 19, 1992 - Sheraton Boston - 4 pm to 5:30 pm.
c). January 20, 1992 - New Hope Church - 12 noon to 4 pm.
d). January 24, 1992 - Arlington Street Church - 4:45 pm to 7 pm.

COMMISSIONER KILLILEA motioned the Board to accept these voter registration request under 51-26 using $7.00 per hour employees. Commissioner Arrigal second the motion and all were in favor.

COMMISSIONER FONTANEZ informed the Board that she had received a request from the Boston Police Department Intelligence Unit, requesting permission to access our CICS system resident file.

After much discussion it was questioned as to if it would be possible to release residents only - not voters. Further, the question of access into our live lines - would this interrupt our key punching efforts during peak time. The Board decided to hold-off the vote on this issue pending John Donovan's investigation and reporting his findings to the Board at the next scheduled meeting.

POLLING LOCATION CHANGES: RE: - 12/2 & 20/11

Commissioners Killilea & Sheppard informed all elected officials by telephone of our intended moves with no objections. Moves will proceed and Marie Boudreau will officially inform elected officials by mail.

COMMISSIONER KILLILEA informed all that the letter to Judge Mulligan had been hand delivered prior to the January 15, 1992 meeting of the Jury Management Advisory Committee.

Commissioner Arrigal stated that he worked in conjunction with Commissioner Killilea in the preparation of this letter and also has been spending time at the State House on Congressional Districts.

JOHN DONOVAN,SR. - Reported that the Party Affiliation Cards are nearing an end and is hopeful that they will be in the mail on Tuesday or Wednesday at the latest.

Further reported that the Ballot Boxes for Independent Voters Party are being checked, repaired, set back and painted. To date 41 are completed. Eric Utterson is conducting this overhaul process.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting of January 10, 1992. Commissioner Killilea second the motion and all were in favor.

VINNY CAWLEY - reported that to date 91 precincts have been completed in preliminary work of setting back machines. Expects to be finished 1st. week in February. Todays teams are:

1). SABLONE - Ward 6 ---------2). CLOUGHERTY - Ward 18
3). SHEA -----Ward 14 -------- 4). HAYES -------Warehouse

COMMISSIONER FONTANEZ questioned Mr. Cawley that if today at 1:30 P.M. she received a call wanting to have a picture taking session, would he be able to schedule this session - e.g. in South Boston. Mr. Cawley explained that every morning these teams are assigned a full days work within certain areas of the City, some locations are easy while others face delays so there is no way of determining the exact time of a particular team at certain location, however if he is informed first thing in the morning that you would like a team at a particular location at a given time, your request will be honored.

COMMISSIONER SHEPPARD motioned to adjourn
Commissioner Killilea second the motion
All in favor - aye
All opposed - nay

ADJOURN: ATTEST:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. JANUARY 24, 1992

PRESENT: ALL COMMISSIONERS
STAFF: V. Cawley, M. Boudreau, Jack McElligott, John Donovan, Sr., John Donovan, Jr., E. White.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

JOHN DONOVAN, SR. presented to the Board Voter Registration requests, under 51-26. Board members reviewed with no opposition (request attached).

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting.
Commissioner Arrigal second the motion and all were in favor.

COMMISSIONER KILLILEA:

a). Reported that there have been no changes on the Initiative Petitions, that they will go on the ballot as is.

b). Questioned as to how many people do we register at registration sessions under 51-26.

Commissioner Fontanez stated that she will compile this information and prepare a report after the February 11, closing.

JOHN F. DONOVAN, SR. RE: WARD REGISTRATIONS AT FIRE STATIONS

Reported that he has received many inquires and complaints that people throughout the City must come into downtown Boston Central Office to Register to Vote.

Mr. Donovan, SR. is recommending to the Board that we conduct a registration session from 5 PM to 10 PM on Tueday, February 11, 1992 the last day to register for the Presidential Primaries. Location throughout the City would be as follows:

WARD	LOCATION
1	Fire Station, 239 Sumner Street, East Boston
2,3 & 5	Central Office Only
4 & 5	Fire Station, 941 Boylston Street, Prudential Center
6 & 7	Fire Station, 272 "D" Street, South Boston
8,9,10	Fire Station, 700 Tremont Street
13,14 & 15	Health Unit, Upham Corner
12	Shelburne Recreation Center
16	Fire Station, 301 Neponset Avenue
18	Hyde Park Municipal Building, 1179 River Street
19	Fire Station, 746 Centre Street, Jamaica Plain
20	Fire Station, 1940 Centre Street, West Roxbury
21 & 22	Fire Station, Union Square, 460 Cambridge Street

COMMISSIONER FONTANEZ recommended to the Board that they accept this presentation by Mr. Donovan and requested a motion.

COMMISSIONER SHEPPARD motioned the Board to accept these proposed Voter Registration Sessions prepared by John Donovan, Sr.
Commissioner Arrigal second the motion and all were in favor.

Mr. Donovan, SR. further reported that the party affiliation cards have been mailed with good response from voters who are seeking additional information.

Undelivered cards should be returned by Tuesday coming and will be presented to the Board at the next meeting.

Absentee Ballots for phys. disibilities will be mailed today,

35 applications for A.V's have been received to date.

Actual AV Ballots have been received from the state and have been proofed by Jack McElligott and John Donovan, Sr.

Next week the Board will set date to start VIP voting.

JACK MCELLIGOTT: re: Election Officers Training

Due to the Independent Voter Party paper ballot - we will need additional training due to the the check-in/check-out procedure.

Commissioner Fontanez recommends that a combination training take place to include the Central Office Staff. Also recommends that Jack work with Vinny Cawely or his designee regarding possible outside training sessions, e.g. warehouse, schools or where machines will be available outside of City Hall and report on this possibility at the next meeting.

JOHN DONOVAN, JR. reported that an additional 37 ballot boxes have been upgraded this past week.

Further reported - RE: Request from Boston Police Intelligence Unit to Access our CICS Files.
He has been in contact with MIS and they foresee no problems.
Commissioner Killilea inquired as if SS numbers would be made available - Mr. Donovan Jr. responded NO. Mr. Donovan, Jr. further stated that MIS informed him that if any problems came about that they would address the issue immediately.
Commissioner Fontanez motioned the Board to allow the Boston Police Intelligence Unit obtain access to this file.
Commissioner Killilea second the motion
All were in favor.

Mr. Cawely presented weekly update as to warehouse status. Further stated that Boston will be the first in the state to get ballots.

RE: St. Columbkilles - Polling Location - This school is on the list to be closed, we will have no problems for the Presidential Primaries. There is a possibility that we may not be able to stay. We will follow this situation at a later date.

Board accepted report on payrolls for the week ending 1/22/92 - 1401 - $24,502.25 & 1401-5 (emergency) $686.00.

COMMISSIONER ARRIGAL motioned to adjourn
Seconded by Commissioner Killilea and all were in favor.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETRAY

1992 REGISTRATION SITES

DATE	W+P	LOCATION	REGISTRAR		TOTAL	
01/12	12/00	* Eliot Church, 56 Dale St 9:00am-10:30am contact Roderick Ireland	Latson	1	0	1
01/16	00/00	* Plumbers Union Local 12, 1230 Mass. Ave 6:00-8:30pm contact Doug Butler 536-7800 or x4949		1	0	1
01/19	00/00	* Sheraton Boston 39 Dalton St 4:00-6:00pm contact James Sullivan 2424199	Williams	5	0	5
01/20	00/00	* New Hope Baptist Church, 740 Tremont St 12:00-4:00pm contact Bill Washington 287-9640	Williams	35	4	39
01/24	00/00	Arlington St. Church, 351 Boylston St 4:30-7:00 contact Dennis Murphy 536-7050				
01/28	00/00	B.U. School of Medicine, 80 East Concord St main lobby 11:00am-3:00pm contact Theodore Moon 734-1442				
01/29	00/00	* Goddard House, 201 South Huntington Ave 9:30am contact Mary Loan 522-3080				

02/03 00/00 Lithgow Building, 622 Washington St.
11:00am-1:00pm contact Lorna Jones 282-1511

02/03 00/00 Walter Little Assoc., 466 Blue Hill Ave.
11:00am-1:00pm contact Mark Moore 282-1511

02/04 00/00 John Hancock, Summit Room 60th floor Latson
9:00am-1:30pm contact Jan Marcoux 572-6609

02/04 00/00 Children's Hosp., 300 Longwood Ave.
11:30am-1:30pn + 4:30-6:00pm contact Laurie Cammisa 735-6090

02/05 00/00 Jewish Memorial Hosp., 59 Townsend St.
2:00-4:30pm contact Sherry Alpert 442-6544

02/05 00/00 * Jewish Rehab., 1200 Centre St
9:00am contact Phyllis Adelberg 325-8000

02/05 00/00 Ruggles St. MBTA Station at turnstyle
3:30-6:00pm contact Theresa Reed 522-2827

02/05 00/00 Mass. Mental Health, 74 Fenwood Road
12:00-2:30pm contact dan DeHainant 734-1300 x635

02/06 00/00 * Sophia Snow House 1215 Centre St.
10:30am. contact Catherine O'Neil or Alice Runci 323-0373

02/06 00/00 Ruggles St. MBTA Station at turnstyle
3:30-6:00pm contact Theresa Reed 522-2827

02/06 00/00 * Project Place, 32 Rutland St.
11:00am-1:00pm contact Mr. Rivera

02/07 00/00 * Elderly Housing, 19 Myrtle St.
10:00am-12:00pm contact Musheer Hassan 523-8295

03/31	00/00	John Hancock, Summit Room 60th floor 9:00am-1:30pm contact Jan Marcoux 572-6609	Latson
04/28	00/00	John Hancock, Summit Room 60th floor 9:00am-1:30pm contact Jan Marcoux 572-6609	Latson
06/02	00/00	John Hancock, Summit Room 60th floor 9:00am-1:30pm contact Jan Marcoux 572-6609	Latson
07/21	00/00	John Hancock, Summit Room 60th floor 9:00am-1:30pm contact Jan Marcoux 572-6609	Latson
08/01	00/00	American Red Cross, 99 Brookline Ave. 9:00-11:00am contact Lisa Hanna-Valone 262-1234 x223	
08/04	00/00	American Red Cross, 99 Brookline Ave. 9:00-11:00am contact Lisa Hanna-Valone 262-1234 x223	
08/11	00/00	John Hancock, Summit Room 60th floor 9:00am-1:30pm contact Jan Marcoux 572-6609	Latson
09/29	00/00	John Hancock, Summit Room 60th floor 9:00am-1:30pm contact Jan Marcoux 572-6609	Latson

IN BOARD 11:30 A.M. JANUARY 31, 1992

PRESENT: Commissioners - Sheppard, Killilea & Arrigal (Commissioner Fontanez is attending another meeting within the building).

STAFF: Vinny Cawley, Marie Boudreau, Mary Barry, John Donovan, Sr. & Jack McElligott.

COMMISSIONER KILLILEA officially opened this meeting at 11:30 A.M.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous week.
Commissioner Arrigal second the motion and all were in favor.

COMMISSIONER KILLILEA: RE: Several Requests for Voter Registration. (REQUESTS ATTACHED)

Commissioner Killilea reported that he is doing a voter registration session in Brighton on Monday, February 3, 1992 and would like this registration to be included in the motion for approval.

COMMISSIONER SHEPPARD motioned the Board to accept these voter registration request to include the session scheduled by Commissioner Killilea.

Commissioner Arrigal second the motion and all were in favor.

JOHN DONOVAN, SR. RE: ABSENTEE BALLOTS

Reported that request are coming in at a steady flow. Stated that he has all the required help for now but will be requesting additional help next week. VIP to start Tuesday, February 4, 1992 - hours 9 AM to 5 PM.

VINNY CAWLEY: Presented Warehouse setting up of machines up-date.

Mr. Cawley stated that he agrees with the schedule for election officers training presented by Mr. McElligott.

Mr. Cawley suggested to the Board that we use the Library and Commissioner Killilea suggested that we use St. Nectarios as an other training site.

COMMISSIONER SHEPPARD motioned the Board to accept this training schedule with amendments.

COMMISSIONER KILLILEA second the motion and all were in favor (schedule attached) and Mr. McElligott will make the necessary adjustments.

PAYROLLS: week ending 1/28/92 -- 1401 - $24,502.25 & 1401-5 - $805.00.

COMMISSIONER KILLILEA motioned the Board to accept these payrolls.
Commissioner Sheppard second the motion and all were in favor.

COMMISSIONER ARRIGAL motioned to adjourn
Commissioner Killilea second the motion and all were in favor.

ADJOURN: ATTEST:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

Boston

Memorandum

Date: January 29, 1992

To: Board of Election Commissioners

From: Jack McElligott

Subject: Training Sessions - Presidential Primaries - March 10, 1992

In response to the Board meeting of January 24, 1992 the following schedule for training is submitted:

May I point out to the Board that the last training conducted for a primary was in August and September of 1990 and traditionally 30% of the Election Officers in a supervisory position will have to be replaced.

In addition training for a check-out process will have to be covered regarding the Independent Voters Party, there will be write in efforts in Ward 1 - Republican, Ward 2-Democratic & Republican, Ward 7-Republican, Ward 8-Republican, Ward 14-Republican.

In the past most of our problems at the polls have been at primaries and in fact the current consent order we are operating under requires adequate training sessions.

Boston City Council

February 1992

Sunday	Monday	Tuesday	Wednesday
2 033/333	3 034/332	4 035/331	5 036/330
9 040/326	10 041/325 10:00 WD'S 2:00 4 6:00 5 CITY Hall	11 042/324	12 043/323 Lincoln's Birthday WD'S 6:00 P.M 6 7 PREC 13 6-10 CONDON SCHOOL
16 047/319	17 048/318 Washington - Lincoln Day	18 049/317 WD'S 6 P.M. 13 PREC 1-5 15 6-10 16 17 11-14 MURPHY School	19 050/316 WD'S 6 P.M. 11 PREC 7-10 18 HYDE PARK MUNI
23 054/312	24 055/311	25 056/310	26 057/309

Boston City Council

Rosaria Salerno
725-4376

January 31, 1992

Board of Commissioners
Elections Department
City of Boston
Boston City Hall
Room 241
Boston, MA 02201

Members of the Board,

I would like to request that a Registrar from the Elections Department be available to provide voter registration services on February 11 from 2-4 pm at the Patricia White Senior Building, 20 Washington Street, Brighton.

In addition to serving the senior residents of the White Building which has several hundred residents the surrounding Brighton neighborhood will also be served. My office will send a press release to the local print and radio media in an effort to inform residents not living in the White Building.

It is my concern to assist the Department in making the voter registration process as accessible as possible to the many Boston residents who are not yet eligible to vote.

Thank you for your consideration.

Sincerely,

Rosaria Salerno

Rosaria Salerno
City Councilor at Large

RS/mp

New City Hall • One City Hall Square • Boston • Massachusetts • 02201

BOSTON UNIVERSITY MEDICAL CENTER

BOSTON UNIVERSITY SCHOOL OF MEDICINE • SCHOOL OF PUBLIC HEALTH • THE UNIVERSITY HOSPITAL • BOSTON UNIVERSITY GOLDMAN SCHOOL OF GRADUATE DENTISTRY

The University Hospital

88 East Newton Street
Boston, Massachusetts
02118-2393
617 638- 8585

January 30, 1992

Ms. Jovita Fontanez, Commissioner
Boston Election Department, Room 241
City Hall
1 City Hall Square
Boston, MA 02201

Dear Ms. Fontanez:

We propose to hold a voter registration session at the University Hospital on February 5, 1992 at 1:00-4:00 p.m. on the H-2 Bridge. Attached to this proposal is a signed petition for a voter registration drive signed by ten registered voters of Boston.

If Boston does deputize registrars, we are willing to provide volunteers to conduct the voter registration drive. We will contact you to obtain information on deputizing volunteer registrars.

We will require the following materials prior to the voter registration. If necessary, we will make arrangements to pick these items up from your office. Please contact me at 638-8552.

Registration Supplies

- Forms for recording names and addresses or registrants
- Information on absentee voting
- List of other registration sites and schedules
- Directions to election office

Official Forms

- Registration form
- Change-of-address form
- Change-of-name form
- Change-of-party form
- Change-of-party affiliation form
- Applications for absentee ballots

Sincerely,

Daniel Wilson

Daniel Wilson
Employee Relations Specialist

PETITION FOR VOTER REGISTRATION

A. Proposed Registration Session

1. Date: February 5, 1992
2. Location: University Hospital
3. Time:
4. Contact Person: Dan Wilson
   Phone: 638-8552
   Address: 88 East Newton Street

B. Petition for Voter Registration

As registered voters of the city or town where the above building is located, we petition the Board of Registrars of Voters (or Election Commissioners) to hold a voter registration session at the above location. Ten or more persons employed, resident or otherwise regularly at this place desire and are entitled to register in the city or town. We request that the session be held on the date and at the time proposed above. We request that this registration session last a minimum of two hours.

SIGNATURE	NAME (Printed)	ADDRESS
Linda M Jones	Linda M Jones	754 Walnut Mission Ct.
Patricia Bass	Patricia A Bass	26 Worcester St.
Gail Thompson	Gail Thompson	66 Westland Av
Joan S. Ventura	JOAN S. VENTURA	115 Beacon St.
Charles T. Simpson	Charles T. Simpson	39 Clifford St.
Carolyn Herbert	CAROLYN HERBERT	27 Elmwood Pk Dorch
Pamela Russell Pope		70 Howland St. Dorch MA
Clara Venable		180 Seaver St. #1 Dorchester MA,
Gary R. Hill	GARY R. HILL	12 FOSSDALE RD, DORCH., MA
Susan H. Mallard	Susan H. Mallard	356 K St So. Boston

C. Authorization from Owner or Tenant

1. PUBLIC BUILDINGS ONLY No permission necessary.

2. PRIVATE PROPERTY ONLY Petitioners attach or have provided written permission to conduct this session from the owner or tenant of the property identified in Part A.2. above or his/her authorized representative.

BOSTON UNIVERSITY MEDICAL CENTER

The University Hospital

88 East Newton Street
Boston Massachusetts
02118-2393
617 638-

January 30, 1992

Ms. Jovita Fontanez, Commissioner
Boston Election Department, Room 241
City Hall
1 City Hall Square
Boston, Massachusetts 02201

Dear Ms. Fontanez:

I am writing in reference to the enclosed petition for Voter Registration Drive.

As the Executive Vice President of The University Hospital, I authorize use of this facility to hold a Voter Registration Drive on February 5, 1992 from 1:00 p.m. - 4:00 p.m. I understand that Election Department Officials will be present to register voters.

If you have questions regarding the use of this facility for the Voter Registration Drive, please contact Daniel Wilson in the Human Resources Department who will be the coordinator of the event at the hospital. He can be reached at 638-8552.

Thank you for supporting our voter registration effort.

Sincerely,

Jacqueline Dart
Executive Vice President

IN BOARD 11:00 A.M. FEBRUARY 7, 1992

PRESENT: All Commissioners
STAFF: V. Cawley, J. Donovan, Sr., M. Barry, M. Boudreau, John Donovan, Jr. & Jack McElligott.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting.

Commissioner Killilea second the motion and all were in favor.

COMMISSIONER KILLILEA RE: Training Schedule for Election Officers.

Revised schedule presented to the Board by Jack McElligott due to the unavailability of proposed training sites. After some discussion by the Board regarding alternate sites for training and giving enough time for the notification of election officers;

COMMISSIONER SHEPPARD motioned the Board to accept the proposed schedule presented by Jack McElligott, pending the approval of the Lee School.

Commissioner Arrigal second the motion and all were in favor.

Commissioner Killilea further reported that Tuesday, February 11, 1992 is the last day for the designation of a Health Care Facility for voting.

COMMISSIONER KILLILEA motioned the Board to designate the Jewish Rehabilitation for the purpose of voting on Friday, March 6, 1992.

Commissioner Sheppard second the motion and all were in favor.

COMMISSIONER KILLILEA presented to all present language that should be used by our registrars when they register voters.(copy attached). Commissioner Killilea suggest that it be read to each voter or be posted at all registration sessions.

Jack McElligott and John Donovan, JR. suggested that registrars should be instructed that while in the process of registering voters the question should be ask - do you wish to enroll in a party - if the answer is NO, one would register the voter as unenrolled. Everette Sheppard recommends that this training be included for Election Officers Training.

Commissioner Killilea motioned the Board to accept this policy
Commissioner Sheppard second the motion and all were in favor.

COMMISSIONER FONTANEZ presented a red file folder that will be given to Election Officers with instructions and asked that these recommendations be included in this folder and to further instruct the officers that if a voter in enrolled in a political designation party - he/she cannot vote in the Presidential Primary, only voters who are Democrats, Republican Voters and Independent Voters party and unenrolled voters can vote in the Presidential Primaries on March 10, 1992.

JOHN DONOVAN, SR.: RE: VOTER REGISTRATION

Reported that we are busy and foresee two busy days, Monday & Tuesday. We anticipate a possible heavy crowd on Tuesday evening giving the fact that we are only doing one night of Ward Registration. The heaviest locations in the past have been Wards 18, 19, 20, 21 & 22. The Board decided to assign an additional registrar at these locations. We will also use warehouse staff on this night, if they are willing to work.

JOHN DONOVAN, SR. further reported that he has received telephone complaints regarding a candidate who will be on the ballot and also serves as an Eletion Officer.

COMMISSIONER KILLILEA stated that MGL acts of 1917 forbids this practice in Boston only.

Marty Kain will inform the East Bsoton Candidate/Election Officer of this law and that he and others cannot serve as Election Officers.

COMMISSIONER KILLILEA motioned the Board to accept the payrolls of the week 1/29/92 to 2/4/92.

1401 -- Permanent -	$24,659.00
1401-5 -Emergency -	672.00

Commissioner Sheppard second the motion and all were in favor.

VINNY CAWLEY - Informed the Board that he anticipates receiving Ballot Labels on Tuesday (2-11-92). He will punch and proof read ballots and start working overtime on Wednesday. This overtime schedule will continue until all work is completed (approximately 25 days, hopefully by March 2nd.) Fifteen precincts cannot be worked on until the last weekend prior to the Election because of access problems. Overtime schedule will be four (4) hours every night, Saturdays - 8 hours - 1 Sunday - no holidays.

COMMISSIONER KILLILEA motioned the Board to accept this overtime schedule presented by Mr. Cawley.

Commissioner Arrigal second the motion and all were in favor.

COMMISSIONER SHEPPARD motioned to adjourn, seconded by Commissioner Killilea and all were in favor.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

This statement is to be read to everyone who registers to vote.
DO YOU WISH TO ENROLL IN A POLITICAL PARTY ?

Answer: YES

Response: Massachusetts has three political parties; the Democratic Party, the Independent Voters Party and the Republican Party.

By choosing one of these parties you must vote in that parties primary election only. Which party do you wish to join ?

Answer: NO

Response: You will be listed as unenrolled and may choose to vote in any of the three parties in any primary election.

After voting in a primary election, you must request a change of party card at the polling location if you wish to return to the unenrolled status. You may also mail a request or visit the election department.

IN BOARD 11:00 A.M. FEBRUARY 14, 1992

PRESENT: Commissioners Fontanez, Killilea & Sheppard

STAFF: Jack McElligott, George Cushman, John Donovan, Sr., Mary Barry and Vincent Cawely.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

The Board voted to suspend approval of the minutes of February 7, 1992 until the next Board meeting.

Request for a registration session from the Chinese Business Men's Association submitted to the Board for their approval.

The Board voted to approve this registration which is to be held in the Function Room at the China Pearl Restaurant.

Vincent Cawley relayed to the Board that he had received all ballots for the Presidential Primaries and all are in good order. He further stated that the Voting Machine Division would do approximately twenty-three (23) precincts a day and possibly fifteen (15) precincts on Saturdays, in preparation of the machines for the Presidential Primaries.

Vinny also informed the Board that Governor Cuomo may run on Stickers-Vinny assured the Board that all paper rolls will be checked.

The Board voted to approve the payrolls of the week ending 2/5/92 thru 2/11/92 in the amount of :

1401 - Permanent Employees.....$24,600.59
1401-5 Emergency Employees..... 945.00

COMMISSIONER FONTANEZ wished all a " Happy Valentines Day".

Motion to adjourn, all in favor.

ADJOURN: ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. FEBRUARY 21, 1992

Present: Commissioners: Fontanez, Sheppard, Killilea & Arrigal
Staff: George Cushman, John Donovan, Sr. & Jack McElligott

Attending this meeting was a Mr. Caspar of 56 Percival Street, Ward 15, Precinct 9 who informed the Board of an incident that occurred outside polling location (15/9) at the State Primary of 1990. He was accosted by a campaign worker and when he complaint to the Police Officer and Warden he received no satisfaction. He felt that the Police Officer went out of his way to try and intimidate him. He filled out a written complaint of which he never received a response. He has three (3) questions for the Board to be answered:

1). Do you intend to enforce the law regarding 150'?
2). How do you intend to enforce this law?
3). Why we did not respond to this complaint?

The Board ask Mr. Caspar to submit a complaint in writing and Commissioner Killilea made a motion to investigate this complaint.

Motion was seconded by Commissioner Sheppard and all were in favor.

The Board agreed to Mr. Caspars request for anonymity.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous week. Motion was seconded by Commissioner Killilea and all were in favor.

COMMISSIONER SHEPPARD expressed concerns regarding the availability of Party Change Cards at the Presidential Primaries. John Donovan, Sr. suggested that we make available 300 such cards at each polling location.

COMMISSIONER SHEPPARD submitted to the Board a letter of notification of write-in candidates for Ward 1 in the Republican Primary, (Ward Committee).

COMMISSIONER KILLILEA motioned the Board to accept the payrolls of the week ending 2/18/92:

1401 - Permanent -------$24,600.59
1401 - 5 -Emergency --- $ 2,184.00

Commissioner Arrigal seconded this motion and all were in favor.

JOHN F. DONOVAN, SR. requested the Board to seek clarification from the Office of the Secretary on the number of problems that have arisen with the out of town registration.

A request under 51/42B was submitted for the Cleveland School which was accepted by the Board.

COMMISSIONER FONTANEZ motioned the Board to re-schedule the weekly Board meeting from Friday, March 6, 1992 to Wednesday, March 4, 1992 at 9:30 A.M. Commissioner Sheppard second the motion and all were in favor.

The Office of the City Clerk will be informed for public posting.

ADJOURN:

ATTEST:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. FEBRUARY 28, 1992

PRESENT: ALL COMMISSIONERS
STAFF: Mary Barry & John Cushman

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting.

Motion seconded and accepted.

COMMISSIONER KILLILEA: Appraised the Board of the Caucus being held this weekend and he wanted to know if Lists would be available for this purpose and questions that mey need to be answered.

John Donovan, Sr. said that the office staff would be working on Saturday.

JOHN DONOVAN, SR.: Reported to the Board that all is going well with the preparations for the March 10th. Primary.

COMMISSIONER FONTANEZ: Requested that John Donovan, SR. have all managers report to the Board meeting next week and to report as to their progress in the preparation for the Presidential Primaries.

Further reported that Jack McElligott was on compensatory time and that Vincent Cawley is on a Personal Day.

COMMISSIONER FONTANEZ motioned the Board to accept the payrolls of the period 2/19/92 thru 2/25/92:

1401--------Permanent -------$24,600.59
1401-5 -----Emergency ------- 1,463.00

Motion accepted and all in favor.

Motion to adjourn:

ATTEST:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

IN BOARD 9:30 A.M. MARCH 4, 1992

PRESENT: Commissioners: Fontanez & Sheppard

STAFF: V. Cawely, G. Cushman, John Donovan, Sr., M. Boudreau, John Donovan, Jr., M. Barry, John Cushman & Marty Kain.

COMMISSIONER FONTANEZ officially opened this meeting at 9:30 A.M. and proceeded with the agenda while awaiting the arrival of Commissioners Arrigal and Killilea.

Commissioner Fontanez ask if there was a motion to accept the minutes of the previous meeting. Motion so made by Commissioner Sheppard.

(Vote held until next meeting)

MARY BARRY presented the payrolls for the week of 2/26/92 to 2/30/92.

Permanent - 1401 -----$24,650.59
Emergency - 1401-5---- 2,121.00

Commissioner Sheppard made a motion to accept payrolls.

(Vote held until next meeting)

MARTIN KAIN - RE: Training of Election Officers

Attendance is running at about 50%. Objective is to have 100% attendance of new Wardens & Clerks. Has reserved Council Chambers for Friday at 2 PM & 6 PM. Commissioner Fontanez has suggested another training for Saturday and an option of possibly Monday to assure that all effort was attempted to train all.

JOHN DONOVAN, SR. stated all is falling into place and that telephone inquires are very slow.

JOHN DONOVAN, JR - RE: Vault.

Reported that there are no problems at this point. One of his concerns is the preparation on Monday, whereas in previous elections he utilized election staff. It may be necessary to seek the van drivers on Monday to get materials ready.

JOHN CUSHMAN - RE: ABSENTEE BALLOTS:

Application process light but expecting a lot of returns.

Concerns:

1). Ward 1 - Carmen Gaeta has a campaign on write-in AV's which are being returned to this Department not witnessed and we are rejecting them. Mr. Gaeta stated that he was informed by this department that witnessed was not necessary but does not know by whom.

2). Since this Election has federal candidates and we are receiving AV request from out of the country, the question is are we going to accept these AV's for 10 days after the Election?

John Donovan, Sr. responded that we check with John Cloonan to see if this law prevails in Presidential Primaries.

3). Applications from military SQV - 1 time ballot. 90% of applications are filled wrong. It appears that Boston is the central mailing point for other cities and towns. We have to forward these request to the proper City/Town. Another problem is that since these people are not on the Voting

List and they don't request which party they wish to vote.

4). Telephones: On floor - all are in working condition. Precincts had several problems which have been repaired or are in the process of being repaired. 11/4 - needs 50' Cord as does 20/1.

Requested that warehouse staff remind Wardens on Election morning that the curtains on HP machines will remain close. These instructions were given at training sessions.

5). Independent Voter Party - Will we have 2 seperate tally sheets. Ans. Yes.

Commissioner Fontanez stated that the Department has done everything possible to educate on procedures:

a). Training conducted by Jack/Marty emphasized procedures on Voter Independent Party.
b). Various stories have been written in newspapers regarding three (3) parties.
c). Department conducted mailing of party affiliation cards.

6). City of Boston Department Volunteers - 10 to date for morning and 1 for PM.

Mary Barry will look to recruit additional help.

Training will take place at 10 am on Monday, March 9, 1992 by John Cushman. Marie Boudreau will call and inform volunteers of scheduled training.

7). 1200 Center Street - voting is taking place on Friday - has arrangements been made for the delivery of ballots ? John Jr. reported that the department van is out of service at this time and is being picked up today for repairs. Hopefully it will be returned in operable condition by Friday.

Commissioner Fontanez will either request a car from transportation or make some arrangements with Mike Leonard to use his own vehicle to drive Commissioner Killilea with ballots.

MARTIN KAIN: Reported that Commissioner Fontanez has been helpful in filling vacancies. Is hopeful that by the days ending, he will only be in need of a couple of inspectors.

MARIE BOUDREAU is sending out letters today to all polling locations reminding them that the buildings must be opened by 6 AM. This letter will be followed by a phone call prior to Election Day.

VINNY CAWLEY presented an updated progress report. All is on schedule.

JOHN DONOVAN, SR. questioned as to if telephones had been installed at Polling Locations that have been changed. John Cushman responded yes.

John Donovan, Sr. further suggested that we be in contact with Robin Hall - Legal Counsel for the Office of the Secretary of State for possible directions regarding the problems we have encountered with requested military absentee ballots.

COMMISSIONER SHEPPARD RE: Election Day Police Area Assignments.

Commissioner Fontanez responded that it would be the same assignments as Nov. 1991.

COMMISSIONER FONTANEZ stated that she is in receipt of a memo from the Office of Personnel Mangement informing her that all unsued 1991 vacation time not used by March 31, 1992 will be lost. She asked all managers to abide by this rule and to inform staff under local 285.

COMMISSIONER FONTANEZ requested that the minutes be held for approval at the next board meeting.

ADJOURNS: ATTEST: Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. MARCH 13, 1992

Present: All Commissioners
Staff: G. Cushman, V. Cawley, M. Barry & M. Boudreau

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the weeks of March 4, 1992 and February 28, 1992. Motion seconded by Commissioner Killilea and all were in favor.

COMMISSIONER KILLILEA: RE:

a). Complaint he received on election day from a Richard Shibley who is employed by the Office of the Secretary of the State. Polling Location , Ward 9, pct. 1 - Apparently Warden - Louise Green grabed voter - Richard Shibley's sister by the arm and informed her that she could not remove the complaint form from the polling location, that she must fill it out there immediately. Commissioner Killilea requested that we act on this complaint when received.

b). RE: Newspaper article that the City of Somerville had fired two employees and suspended an additional three employees for stealing.

The City was forced to reinstate these employees with back pay because the City of Somerville had no policy on theft.

Commissioner Killilea requested that we be assured that the City of Boston does indeed have a policy - not only on theft, but rape etc.

George Cushman responded that the City does indeed have policies to cover these situations.

c). Recommends that we draft legislation to provide a non counting situation when there are less candidates than there are offices to be filled for a Ward Committee [30 people running for 35 offices] and no write-in efforts.

d). Meeting at State House, Monday March 6, 16, 1992 at 4 P.M. concerning cost on spliting precincts.

e). Meeting with John Cloonan, Office of the Secretary of State on implementation of spliting precincts. Time and date to be announced. Questionable date Thursday, March 19th.

COMMISSIONER KILLILEA, ARRIGAL and G. CUSHMAN will attend Monday's meeting.

GEORGE CUSHMAN will attend Thursday's meeting.

GEORGE CUSHMAN, JOHN CUSHMAN & MARTY KAIN will be returning to the warehouse to continue working on maps concerning redistricting. Prior to returning to the warehouse they will complete the payroll for the payment of Election Officers.

Deadline for this project is believe to be set for April 1st., 1992. George Cushman questions this date as being unreasonable.

COMMISSIONER KILLILEA & George Cushman will start working on listing what cost will be incurred in this process.

COMMISSIONER KILLILEA stated that he will have act for closer review by 1 PM today.

Bill Murray is willing to sit down with us with maps and physically show us where trouble areas are anticipated.

MARY BARRY - presented to the board the payrolls of the week 3-4-92/3-10-92

Permanent ---------$26,037.37 -----1401
Emergency -------- 1,932.00 ------1401-5

Commissioner Sheppard motioned the Board to accept these payrolls. Commissioner Arrigal second the motion and all were in favor.

COMMISSIONER FONTANEZ informed all that we have been allocated funds for a new copier - to include additional functions [duplexing (two sided copies) - self feeding & stapleing]. Also we anticipate being able to obtain a new vehicle and will look into the purchase of a new typewritter and a new sturdy adding machine for our payroll division.

COMMISSIONER FONTANEZ stated that she will check with John Donovan, Sr. as to who will be assigned in reviewing the clerks books in the absence of George Cushman.

Mr. Cawley requested that he would like to have the problem page copied for his review for the entire city.

Commissioner Fontanez stated that we can anticipate a letter of complaint from the Commission for Handicapped Affairs regarding a few problems that occurred on Election Day.

COMMISSIONER FONTANEZ reported that she has been invited to the Ward 20, Democratic Committee regular meeting on March 25, 1992 from 7:30 to 8:30 at the Shaw School.

She is requesting permission from the Board to conduct a Voter Registration Session in a seperate room for anyone who would like to register to vote.

Commissioner Sheppard motioned the Board to grant this request, motion seconded by Commissioner Arrigal and all members were in favor.

COMMISSIONER FONTANEZ RE: WEEK OF MARCH 30, 1992.

For this entire week an effort will take place at unemployment offices to inform individuals of a possible monetary benefit due to individuals who fall under a certain yearly income. Commissioner Fontanez is requesting the Board's approval to conduct two voter registration sites daily for the entire week at:

1). Unemployment office - Hurley Building.
2). Unemployment office - Roxbury Office.

Commissioner Fontanez motioned the Board to grant approval of these proposed voter registration sessions. Motion was seconded by Commissioner Arrigal and all were in favor.

COMMISSIONER KILLILEA reported that his daughter had recently turned 18 years of age and had registered to vote. Her name appeared on the 3rd. Supp. voting list-along with only two other voters on her street. When she appeared at the polls to vote on Election Day - her name had already been checked off as voting. She complaint and was given an escrow ballot when in fact she should have been allowed to vote on a challenged ballot. Commissioner Killilea will further research this incident.

COMMISSIONER FONTANEZ presented a letter of thanks for the special efforts of the Election Department in the conduct of the Election at the Hebrew Rehabilation Center for the Ages. (letter attached). Commissioner Arrigal motioned the Board to submit a copy of this letter to Mayor Raymond L. Flynn, motion was seconded by Commissioner Killilea and all were in favor.
Commissioner Fontanez further stated that she would place a copy in each employees personnell file as well as give each named mentioned a copy of the letter.

ADJOURN

ATTEST Jovita Fontanez
JOVITA FONTANEZ, CHAIR

Hebrew Rehabilitation Center for Aged
1200 Centre Street, Boston, Massachusetts 02131 • (617) 325-8000

MAURICE I. MAY
President

EDVARDAS KAMINSKAS, M.D.
Physician-in-Chief

March 9, 1992

Jovita Fontanez, Commissioner
Boston Election Department
Room 241, Boston City Hall
1 City Hall Place
Boston, MA 02201

Dear Ms. Fontanez:

I would like to express my appreciation to you for providing five excellent people from the Election department to assist the residents in voting on March 6, 1992, at the Hebrew Rehabiltiation Center for Aged.

Anna Kazar, David Brenner, Larry Hogan and Jane Murphy all did a very fine job. They were efficient and most professional. I also want to praise Commissioner Jim Killilea. He did a great job making sure that everything and everyone was well organized, even before they arrived here. He was the "trouble shooter" for any problems that came up with residents, and he handled evey one with tact and kindness. In fact, he returned today with a ballot for a gentleman who had not missed an election in 70 years.

I would also like to commend John Cushman for his cooperation and conscientiousness throughout this absentee voting process. He was always available to answer my questions and was careful to ensure that our residents' requests for ballots were honored.

Please convey my thanks and appreciation to all of these people.

Sincerely,

Phyllis Adelberg

Phyllis Adelberg
Director of Volunteer Services

PA/jmw

ponsor of: ***Hebrew Rehabilitation Center for Aged***, *long-term care facility for 725 residents;* ***Jack Satter House*** *and* ***Goldie and Louis Trilling House***, *426 specialized apartments for seniors;* ***Brookline Community Hospital***, *planned for Alzheimer's research and care;* ***Orchard Cove***, *planned retirement community of 225 units with a 48-bed health care facility;* ***Gerontological Research and Training Institute***, *medical and social research on aging and professional training in the geriatric specialties.* ***Academic affiliations include:*** *Harvard Medical School, Boston University Medical School, Brown University Medical School, Boston College School of Nursing, Tufts/USDA Center on Aging.*

IN BOARD 11:00 A.M. MARCH 27, 1992

PRESENT: Commissioners Fontanez, Killilea & Arrigal
(Commissioner Sheppard is on vacation)

STAFF: John Cushman, George Cushman, Vinny Cawely, Mary Barry, John Donovan, Sr., & Marie Boudreau.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

Mary Barry presented the payrolls for the week 3/18/92-3/24/92:

Permanent ------1401---- $23,882.20
Emergency ------1401-5-- 903.00

Motion was made and seconded to accept these payrolls and all were in favor.

John Cushman stated that he has records on absentee voting from years past that he would like to dispose off. Commissioner Killilea recommends that he contact Mrs. Simonetti at the Office of the Secretary of State for directions as to how long etc. records must be kept.

Mr. Cushman further stated that there is an on going problem with Ferderal Personnel requesting absentee ballots. Boston appears to be the central landing point for all cities and towns in the Commonwealth and we have to forward them to the proper city. Request that are within our jurisdiction state " for all elections", but neglect to give the party designation and local address.

Commissioner Killilea will at the request of Commissioner Fontanez attempt to contact the person in charge of these procedures in Washington in hopes to resolve this situation.

GEORGE CUSHMAN - RE: REDISTRICTING

Stated that the Board has been issued the three (3) options as to how Boston will handle redistricting.

Deadlines are as follows:

April 1, 1992 - We must report the option of our choice.
April 17, 1992- We must have a number for anticipated cost.

COMMISSIONER FONTANEZ reported that she is submitting a letter to Mayor Raymond L. Flynn up-dating him on the Listing Activities for 1992.

VINNY CAWLEY - RE: RECOUNT

After some discussion it was suggested the we should draw up guidelines for procedures to be followed for all future recounts.

COMMISSIONER KILLILEA motioned the Board to accept the results of the recount completed on March 24, 1992 for the Ward 2, Democratic Committee. Mr. Galvin who had requested this recount lost by 6 votes. Commissioner Arrigal second the motion and all were in favor.

Marie Boudreau is in the process of typing up Election Certificates for all Ward Committee winners. Hopefully all will be in the mail by next Friday.

JOHN DONOVAN,SR. presented to the Board the records of the Presidential Primaries held on March 10, 1992, (copy on file).

Commissioner Killilea motioned the Board to certify these records. Commissioner Arrigal second the motion and all were in favor.

COMMISSIONER FONTANEZ stated that all employees vacation for 1991 has been taken.

COMMISSIONER FONTANEZ informed Mr. Cawley that she is requesting that ALL Assistant Registrars who had been assigned to the Warehouse must return to this office on Monday. Commissioner Fontanez further stated that there is a possibility that she may order the warehouse closed in the future and all will be assigned to main office for some time.

COMMISSIONER FONTANEZ stated that we have received a re-allocation in funds for FY/92 - this will pull us through to the end of FY/92.

Further stated that we are once again being cut for FY/93. We have been funded for 42 employees and currently as it stands we have 43 employess.

The Board voted to accept a Voter Registration sessions as follows:

Tuesday, June 9, 1992 - 11:30 A.M. to 1:30 P.M.- 7th. Floor
Mass. Eye & Ear Infirmary - 243 Charles Street
---

624 Warren Street -- R.A.M. INC.

April 30, 1992 ------5 PM to 8 PM
" 31, 1992 ------" " " "
May 1, 1992--------- " " " "

Commissioner Fontanez expressed her thanks to all for their support and card in memory of her sister.

ADJOURN:

ATTEST:

Jovita Fontanez

JOVITA FONTANEZ, CHAIR

IN BOARD 11:00 A.M. APRIL 3, 1992

Present: Commissioners Killilea, Sheppard & Arrigal
Staff: Jack McElligott, Marie Boudreau, Mary Barry & John Donovan, Sr.

COMMISSIONER KILLILEA Chaired this meeting and officially opened this meeting at 11:00 A.M.

Commissioner Killilea reported that we will be accepting any nomination papers presented. We will ask what district they are for. This process will be followed until further directions from the Office of the Secretary of State. **4/10/92 Voted by the Board to amend this paragraph to read as follows - We will not ask what district they are for.**
Mary Barry presented the payrolls for the week of 3/25/92-3/31/92:

Permanent ----1401 ---------$25,372.98
Emergency --- 1401-5 ------ 595.00

Board unanimously voted to accept payrolls.

Board postponed voting on the minutes of March 27, 1992 as they have not been signed by the Chair, in the absence of Commissioner Sheppard who was on vacation on the day of the last Board Meeting.

COMMISSIONER KILLILEA on behalf of all present wished a speedy recovery to Commissioner Fontanez son, Pete who is currently hospitalized.

JOHN DONOVAN, SR RE: Voter Registration in accordance with 51-42.
Presented to the Board a request from the School of Museum of Fine Arts for four (4) sessions.

Commissioner Killilea motioned the Board to accept this request.
Motioned was seconded by Commissioner Arrigal and all were in favor.

COMMISSIONER ARRIGAL motioned the Board to adjourn.
Motion was seconded by Commissioner Sheppard and all were in favor.

ADJOURN:

ATTEST:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. APRIL 10, 1992

PRESENT: All Commissioners
STAFF: V. Cawley, M. Boudreau, G. Cushman, J. Donovan, SR. & E. White.

Commissioner Fontanez officially opened this meeting at 11:15 A.M.

Vinny Cawley presented to the Board a copy of the numbers of voting machines to be used for the State Primary, both democrat and republican machines. This list if approved will be submitted to the Office of the Secretary of State.

Commissioner Killilea motioned the Board to accept these numbers to be submitted to the Office of the Secretary of State.

Commissioner Arrigal second the motion and all were in favor (copy attached).

Commissioner Sheppard motioned the Board to accept the minutes of April 3, 1992.

Commissioner Killilea stated that he will second the motion after the change under his name reads: (second paragraph), " We will not ask what district they are for.
With this correction, Commissioner Killilea second the motion and all were in favor as was John Donovan, SR.

Vinny Cawely presented to the Board a list of proposed polling location changes for their review. Commissioner Fontanez informed all that these proposals would be reviewed and report at the next Board Meeting.

Mary Barry -- Payrolls of April 1, 1992 to April 7, 1992:

Permanent --- 1401 ---$24,954.03
Emergency --- 1401-5-- 588.00

John Donovan, Sr. presented the Board with a rough draft of papers submitted to date.

Further stated that he has received a call from William Galvin, Jr., candidate for the Ward 2 Democratic Committee, who had filed for a recount which was conducted on March 24, 1992. Mr. Donovan, Sr. recommends to the Board that we notify Mr. Galvin in writing of the results. Commissioner Killilea will draw up a letter advising Mr. Galvin that the recount has been completed with no changes and that the Election results have been certified by the Board.

Commissioner Killilea reported that he picked up a copy of H-5428 allowing candidates to obtain signatures from across the State. This bill is with the senate and is expected to be passed on Monday or Tuesday and will be signed by the Governor.

Commissioner Fontanez reported that John Donovan, Jr. informed her that upon opening the leatheroids he discovered that two telephones were missing. The Board informed the Chair that this was not an unusual occurrence - 2 telephones out of 252 and that we have to write it off as part of business.

Commissioner Fontanez stated that she appeared before Council Hearing yesterday:

1). Home Rule Petition - Listing

Three vendors have responded to our RFP. Commissioner Fontanez is forming a committee consisting of Mary Barry, Marie Boudreau & John Donovan, SR. to write up an evaluation on these vendors non-priced proposals. It is only after these evaluations have been received by Commissioner Fontanez that the price proposals may be opened.

Award will be based on:

1). How you would do the Listing
2). Cost

Commissioner Sheppard ask, where does the Board Come in on this process?

Commissioner Fontanez stated that the Law Department had advised her to limit this process to not too many hands, however, informed Commissioner Sheppard that he could join her in her office and would be welcome to review the non-priced proposals.

Commissioner Sheppard stated that he has a vested interest in this Department and Board and would appreciate being involved in all activities and further believes that all Board members should be involved having been duly appointed by the Mayor.

Commissioner Fontanez stated that all was a broad statement but if he had any particular interest that he wished to be part of to see her.

Commissioner Sheppard requested that the Executive Secretary research as to how other cities and towns conduct their listing.
Commissioner Fontanez reported that this information is available and that he will be provided a copy.

SECOND HEARING was on Maximizing Voter Participation.

Commissioner Fontanez stated that it is anticipated that each ward will utilize a public building and use volunteers that are already employed at these locations by a city or state agency for the purpose of availability of 9 to 5 voter registration, with no direct compensation from the Election Department. The goal being that by June of 1992 if someone wishes to register and cannot come into the main office, we will be able to direct them to a voter registration site within their ward. This service was available in the 70's at the local Little City Halls.

Commissioner Sheppard requested that Commissioner Fontanez comment on Voter Registrations being conducted in bars.

Commissioner Fontanez stated that her personal feelings on this subject is irrelevant , but if request is received in accordance within the law and that this has been past practice, she then feels obligated to comply with the request. Further stated that perhaps we should review our guidelines as to principal place of activity.

COMMISSIONER FONTANEZ MOTIONED TO ADJOURN, SECONDED AND ALL IN FAVOR.

ADJOURN: ATTEST:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

April 7, 1992

Office of the Secretary of State
Michael J. Connolly, Secretary
Elections Division
One Ashburton Place
Room 1705
Boston, MA 02108

Dear Mr. Cloonan,

Here is the the number of voting machines to be used by the City of Boston in the State Preliminary September 15, 1992:

	Machines	
	Shoup	AVM
Democratic	369	437
Republican	156	163
Total	525	600

If you have any questions, call me at 423-9292.

Yours truly

Vincent H Cawley

Vincent Cawley
Chief Voting Machine Custodian

S - SHOUP
A - AVM
SM.-5-77

MACHINES USED IN STATE PRIMARY 9-15-92

Wards	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals
S 1	3 1	3 1	4 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1	4 1	3 1	4 1	3 1										45 14	59
S 2	3 1	4 2	3 1	3 1	3 1	4 1	3 1																	23 8	31
S 3	5 2	3 1	3 1	3 1	4 2	4 3	4 2	3 2																29 14	43
S 4	3 2	3 2	3 2	3 2	3 2	3 2	3 2	3 2	3 1	3 1														30 18	48
S 5	5 3	4 2	3 2	4 3	4 2	3 2	3 2	3 2	4 2	3 2														36 22	58
S 6	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1															27 9	36
S 7	3 1	4 2	4 2	4 2	3 1	3 1	4 1	3 1	3 1	3 1														34 13	47
S 8	3 1	3 1	3 1	3 1	3 1	3 1	3 1																	21 7	28
S 9	4 2	3 2	5 2	3 1	3 1																			18 8	26
S 10	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 2	3 2															27 11	38
S 11	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1														30 10	40
A 12	3 1	4 2	3 1	3 1	3 1	3 1	3 2	3 1	3 1															28 11	39
A 13	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1	4 2														31 11	42
A 14	3 1	4 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1										43 14	57
A 15	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1															27 9	36
A 16	3 1	3 1	3 1	3 1	3 1	3 1	4 1	3 1	4 1	3 1	4 1	3 1												39 12	51
A 17	3 1	3 1	3 2	4 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1	3 1										43 15	58
A 18	3 2	3 1	3 1	3 1	3 1	3 1	3 1	4 2	3 1	4 2	3 1	3 1	3 1	3 1	3 1	4 2	4 1	4 1	4 2	4 2	3 1	4 2	3 1	77 30	107
A 19	3 1	4 2	3 1	3 1	3 1	3 2	3 1	3 1	3 1	3 1	3 1	3 1	3 1											40 15	55
A 20	4 2	3 1	4 2	3 1	4 2	4 1	3 1	3 1	3 1	4 2	3 1	3 1	3 1	3 1	4 2	4 2	4 2	3 1	3 1	4 2				69 28	97
S 21	3 2	3 1	3 2	3 1	3 1	3 1	3 1	3 2	3 2	3 1	3 1	3 2	4 2	3 1	3 1	3 1								49 22	71
A 22	3 2	3 1	4 2	3 2	3 1	3 1	3 1	3 1	3 2	3 2	3 1	3 1	3 1											40 18	58

Dem	Rep

	SHOUP	AVM
DEM.	369	437
REP	156	163
	525	600

DEM 806
REP 319
1125

TOTAL 1125

IN BOARD 11:00 A.M. APRIL 17, 1992

Present - Commissioners Fontanez, Sheppard & Killilea
(Commissioner is out on bereavement time due to the death of his sister)

Staff: V. Cawley, M. Boudreau, M. Barry, John Donovan, Sr. & J. Cushman

Commissioner Sheppard motioned the Board to accept the minutes of March 27, 1992 and those of April 10, 1992.
Commissioner Killilea second the motion and all were in favor.

Vinny Cawley presented to the Board specifications/requirements to be incorporated in the FY/93 Transportation of Voting Mahcines contract. Commissioner Fontanez stated that this matter would be taken under advisement.

Commissioner Fontanez requested that Mary Barry state what the Election Department did with the monies collected on behalf of Commissioner Arrigal's sister. Mary Barry responded that we sent flowers, a Mass Card and the balance of the money would be donated to the St. Francis House to feed the homeless.

Payrolls for the week ending April 14, 1992:

Permanent ------1401 ------$24,954.03
Emergency ----- 1401-5 ----- 560.00

Commissioner Killilea motioned the Board to accept this payroll. Motion was seconded by Commissioner Sheppard and all were in favor.

John Donovan, Sr. stated that nomination papers were very slow.

VAN CONTRACT:

Liability INsurance - $300,000 & $500,000
Property Damage ----- $5,000 per occurance

Commissioner Sheppard motioned the Board to make the above requirements included in the FY/93 Van Contract. Motion was seconded by Commissioner Killilea and all were in favor.

Commissioner Fontanez RE: "NO SMOKING IN OFFICE"

Stated that we are under Federal Mandate to comply with this law and her observations are to the contrary. Pleaded with managers to over see that this law is obeyed. If she continues to observe employees walking through the office with cigarettes she will be forced to discontinue designated smoking area within the Department. Pleaded for compliance.

PRESENTED Three (3) Voter Registration Request

1). April 18, 1992 --- Cultural Center --- 10AM to 1 PM
2). May 30, 1992 ----- Gay Pride Day ----- Requesting all day but will only allow 4 hours.
3). June 7, 1992 -------Bay Village

Commissioner Fontanez expressed special thanks to the Committee who worked on the evaluation for the RFP and to all managers who are committed to hard work. Makes her job of being a good administrator much easier with the committment of staff.

ADJOURN: ATTEST: Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD---CERTIFIED ON THIS DAY--- APRIL 22, 1992

JOHN JOSEPH MOAKLEY #819-945, 946-1157 NC	CONGRESS, 9th. DISTRICT
CHRISTOPHER A. IANNELLA, JR. #598-655, 656-661 NC	GOVERNOR'S COUNCIL, 2nd. DISTRICT
ROBERT B. KENNEDY #1177-1178	GOVERNOR'S COUNCIL, 3rd. DISTRICT
JOSEPHINE M. HOWLAND #1250-1256	GOVERNOR'S COUNCIL, 4th. DISTRICT
KENNETH G. FORTINI #1333	GOVERNOR'S COUNCIL, 4th. DISTRICT
THOMAS J. CORKERY #1257-1266	GOVERNOR'S COUNCIL, 4th. DISTRICT
SALVATORE J. TECCE # 75-85, 99-100, 258-261, 369, 515-519, 587, 665-670, 711, 754-757, 806-807, 1169, 1270-1271.	GOVERNOR'S COUNCIL, 6th. DISTRICT
DANIEL G. HURLEY #293-294, 520, 1188	GOVERNOR'S COUNCIL, 6th. DISTRICT
ROBERT M. KELLEY 679-692, 788-800	GVOERNOR'S COUNCIL, 6th. DISTRICT
VIRGIL J. AIELLO #1267-1269, 1382-1384	GOVERNOR'S COUNCIL, 6th. DISTRICT
ANTHONY PINI #361-368	GOVERNOR'S COUNCIL, 6th. DISTRICT
WILLIAM M. BULGER #224-241, 241-253 NC	STATE SENATE, 1st. DISTRICT
STEPHEN M. PALMER #390-400, 701-707, 814-816, 1165.	STATE SENATE, 1st. DISTRICT
BILL OWENS 1232-1249, 1272-1280, 1281-1286 NC	STATE SENATE, 2nd. DISTRICT
ARTHUR WILLIAMS #27-37, 56, 67-69, 71-74, 86-91, 97-98, 110-111, 262-265, 533-536.	STATE SENATE, 2nd. DISTRICT
MAURA HENNIGAN CASEY #12-24, 101-106, 541-543, 544-546 NC	STATE SENATE, 1st. SUFFOLK-NORFOLK DISTRICT

MARIAN WALSH
#40-55, 401-402

STATE SENATE, 1st. SUFFOLK-NORFOLK DISTRICT

SEAN P. TEEHAN
#506-509

STATE SENATE, 1st. SUFFOLK-NORFOLK DISTRICT

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD	CERTIFIED ON THIS DAY ---APRIL 15, 1992
PATRICK J. WALSH #1287-1294, 1385-1392	CONGRESSMAN 11th. District
EDWARD P. FOLEY #1189-1212	GOVERNOR'S COUNCILLOR, 2nd. District
ROBERT E. TRAVAGLINI #370-388	STATE SENATE, SUFFOLK & MIDDLESEX DISTRICT
VINCENT J. MANGANELLO #1227-1231	STATE SENATE, SUFFOLK & MIDDLESEX DISTRICT
THOMAS M. BIRMINGHAM #803-805, 1179-1183	STATE SENATE, SUFFOLK, ESSEX & MIDDLESEX DISTICT
MICHAEL J. BARRETT #725-729	STATE SENATE, MIDDLESEX & SUFFOLK DISTRICT
EMANUEL G. SERRA #417-422, 817-818	REPRESENTATIVE, !ST. SUFFOLK DISTRICT
SALVATORE F. DIMASI #771-782, 783-787NC	REPRESENTATIVE, 3rd. SUFFOLK DISTRCIT
L. THOMAS WHITE #1334-1343	REPRESENTATIVE, 3rd. SUFFOLK DISTRICT
PAUL J. GANNON # 4-11, 299-300, 312-36NC	REPRESENTATIVE, 4th. SUFFOLK DISTRICT
ALI J. FIUMEDORO #758-767, 768NC	REPRESENTATIVE, 4th. SUFFOLK DISTRICT
NELSON MERCED #1170-1176	REPRESENTATIVE, 5th. SUFFOLK DISTRICT
ALTHEA GARRISON #1-3, #25, #26NC, 109NC	REPRESENTATIVE, 5th. SUFFOLK DISTRICT
GLORIA L. FOX #38-39, 708-710, 1166-1168	REPRESENTATIVE, 7th. SUFFOLK DISTRICT
KEVIN E. BYRD #693-698	REPRESENTATIVE, 7th. SUFFOLK DISTRICT
MARK ROOSEVELT #1295	REPRESENTATIVE, 8th. DISTRICT

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. APRIL 24, 1992

Present: All Commissioners
Staff: V. Cawley, M. Boudreau, M. Barry, M. Kain,John F. Donovan, Sr. & Jack McElligott.

Commissioner Fontanez officially opened this meeting at 11:00 A.M.

Commissioner Killilea presented a check in the amount of $850.00 which he will give to John Donovan, Sr. The money was sent to him requesting a computer tape for the entire City.

Further presented letters from John R. Ghublikian & Jeffrey E. Marshall. Mr. Ghublikian is the owner of 192 Commonwealth Avenue & Mr. Marshall is a resident of the same address. Both presented the same complaint of people listed at this address who do not reside there and that the people who in fact live there are not listed.

Commissioner Killilea motioned the Board to conduct an investigation of 192 Commonwealth Avenue - motion was seconded by Commissioner Sheppard and all were in favor. John Donovan, Sr. will make arrangements to have Officer Bill Henchey visit this location and obtain a list of residents.

Commissioner Sheppard motioned the Board to accept the minutes of the week of April 17, 1992.
Commissioner Killilea second the motion and all were in favor.

Martin Kain stated that he is in the process of obtaining list of names for Ward Committee Chair's (Democratic and Republican) throughout the City. He will be sending out letters to all the Committee Chairs requesitng that they nominate candidates in their Wards to serve as Election Officers for 1992.
Commissioner Fontanez expressed disatisfaction with the performance of many election officers during her brief tenure with this department. Realizing that election officers are sworn in for a 12 month period and that we have no obligations to re-appoint anyone.

Commissioner Fontanez further ask all present if they know off any Ward Committees holding meetings between now and the beginning of June to please inform her so she can attend to explain the serious financial times the City is currently facing.

Vinny Cawley presented to Commissioner Fontanez an update of precincts set back, etc. to date. Commissioner Fontanez has requested that Vinny Cawley push teams as much as possible to complete this process. Mr. Cawley has stated that this will not be completed until June. Commissioner Fontanez is not happy with this time frame and is anticipating as to what steps Mr. Cawley will take to meet the goals of the department in this matter.

Payrolls of 4/15/92 - 4/21/91:

Permanent ---- 1401 -----$24,954.03
Emergency ---- 1401-5---- 560.00

Commissioner Killilea motioned the Board to accept these payrolls as presented. Commissioner Sheppard second the motion and all were in favor.

Marie Boudreau stated that RFP to produce an annual listing of residents and other lists is in the process of being awarded to Select Direct Marketing of Wilmington, MA. For a three year period. All paper work is in the law Department being reviewed. It is hoped that this contract will be fully

executed in other to start work by May 1, 1992.

All other department contracts are also in the law department being reviewed and must be ready on Monday, April 27, 1992 to be picked up by vendors.

PETITIONS FOR VOTER REGISTRATIONS PRESENTED:

1). Long Bay Management Co., May 9, 1992 ----- 11:00 A.M. to 3 P.M.

2). Asian/Pacific Heritage Month Events - two registrations requested....

   1. - May 30, 1992 - 11:00 AM to 3 PM
   2. - May 9, 1992 -- 5:00 PM to 7 PM

3). Federated Dorchester Neighborhood House, Inc., May 5, 1992 - 11 AM - 3 PM

4). Berklee College of Music - May 5, 1992 - 10 AM to 3 PM

Another request has been presented from Freedon Festival in a bar - 8:30 PM to 1:30 AM. Voter Registration will be conducted in Lobby away from drinking establishment as people enter only. Commissioner Killilea will work with John Donovan, Sr. to investigate prior to approving or disapproving.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD APRIL 28, 1992

CERTIFIED ON THIS DAY:

MICHAEL M. MURPHY #1475-1481	GOVERNOR'S COUNCIL 2nd. DISTRICT
A. FRANK MARGUA SANTANIELLO #1214-1226	STATE SENATOR SUFFOLK & MIDDLESEX DISTRICT
ROBERT E. TRAVAGLINI #1745-1746	STATE SENATOR SUFFOLK & MIDDLESEX DISTRICT
MICHAEL LOPRESTI, JR. #1509-1517	STATE SENATOR SUFFOLK & MIDDLESEX DISTRICT
THOMAS M. BIRMINGHAM #1962-1963	STATE SENATOR SUFFOLK, ESSEX & MIDDLESEX DISTRICT
BILL OWNES #1624-1638 N.C. #2397-2414 N.C.	STATE SENATOR 2nd. SUFFOLK DISTRICT
DIANE WILKERSON #1400-1414	STATE SENATOR 2nd. SUFFOLK DISTRICT
FRANK JONES #1501-1505	STATE SENATOR 2nd. SUFFOLK DISTRICT

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD APRIL 30, 1992

CERTIFIED ON THIS DAY:

MORGAN PALMER #1540-1548 - 1677, 2026-2028, 2299-2301	REPRESENTATIVE 8th. SUFFOLK DISTRICT
BYRON RUSHING #588-567, 769-770	REPRESENTATIVE 9th. SUFFOLK DISTRICT
VINCENT G. MANNERING 423-432, 433-455 N.C.	REPRESENTATIVE 10th. SUFFOLK DISTRICT
FRANCIS X. COPPINGER 423-432, 433-455 N.C.	REPRESENTATIVE 10th. SUFFOLK DISTRICT
MARC D. DRAISEN 1617-1621, 2112	REPRESENTATIVE 11th. SUFFOLK DISTRICT
JOHN MCDONOUGH 1319-1332	REPRESENTATIVE 12th. SUFFOLK DISTRICT
ARTHUR CRAFFEY #70, 112-113, 254, 538, 730, 1158-1159, 1213	REPRESENTATIVE 12th. SUFFOLK DISTRICT
THOMAS M. FINNERAN #266-274, 275-292 N.C.	REPRESENTATIVE 13th. SUFFOLK DISTRICT
GERALD ANDERSON 1549-1559, 1560	REPRESENTATIVE 13th. SUFFOLK DISTRICT
ANTHONY M. BEZEVITCH #712-724, 1160-1162, 2053-2058	REPRESENTATIVE 13th. SUFFOLK DISTRICT
JAMES S. SULLIVAN 1707-1714	REPRESENTATIVE 13th. SUFFOLK DISTRICT
JAMES T. BRETT 521-529, 530 N.C.	REPRESENTATIVE 14th. SUFFOLK DISTRICT
RICHARD J. FEENEY 539-540. 748-750, 1163-1164	REPRESENTATIVE 14th. SUFFOLK DISTRICT
DANIEL F. CONLEY 114-122, 123-124 N.C.	REPRESENTATIVE 15th. SUFFOLK DISTRICT

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. MAY 1, 1992

PRESENT: All Commissioners

STAFF: M. Boudreau, V. Cawley, M. Barry, E. White, John Donovan, Sr. & M. Kain.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the week of April 24, 1992. Commissioner Killilea second the motion and all were in favor.

COMMISSIONER KILLILEA stated that an investigation was conducted regarding last weeks request to conduct a Voter Registration session in a facility that served liquor. The investigation was positive and appeared legitimate in all aspects. Commissioner Killilea motioned the Board to accept the findings of this investigation, motion seconded by Commissioner Sheppard and all were in favor.

Further stated that an investigation had been conducted on 192 Commonwealth Avenue. Results being that residents listed no longer lived there, had moved an registered in Mashpee, MA. Mashpee neglected to notify us. We deleted residents who no longer lived there and picked up new residents. Commissioner Killilea will respond in writing as to our findings to the two parties who presented the complaint in writing.

VINNY CAWLEY presented check list for worked performed at warehouse. Further presented recommendations for Polling Location changes. Commissioner Killilea and Sheppard will contact Elected Officials and inform them of these proposed changes and report the results at the next Board Meeting.

Commissioner Fontanez requested that Vinny present at the next meeting the anticipated cost of these moves.

REQUEST FOR PROPOSAL: LISTING -- attached - copies of references and evaluations by Committee for the Board's information.

JOHN DONOVAN, SR. - presented voter registation petitions under 51-42:

1). May 2, 1992 -- Wake Up the Earth Festival - Southwest Corridor Community Farm in Jamaica Plain.

2). May 14 & 15, 1992 - Mattapan Hospital - 2 P.M. to 5 P.M.
3). May 28, 1992 -- Northeaster University - 11:30 AM 3:30 PM
4). June 6, 1992 --- Bay Village Fair (Church Street) 12:00 noon until the end of event.
5). May 6 & 8, 1992 -- University of Mass Boston Harbor Campus - 11:00 AM to 1 P.M.
6). May 14, 1992 -- Dorchester YMCA ---- 7 PM to 9 PM - 776 Washington Street.
7). June 24 & 25, 1992 -- 85 East Newton Street -- 1 to 3 PM.

MARY BARRY -- PAYROLLS 4/22/92-4/28/92:

Permanent ---------1401------$24,682.97
Emergency ---------1401-5 -- 539.00

Commissioner Killiea motioned the Board to accept the payrolls as presented, motion seconded by Commissioner Killilea and all were in favor.

COMMISSIONER FONTANEZ designated Mary Barry to be representative from Election Department regarding scheduling all managers and R employees who supervise employees (V. Cawley & Dave Bernner) to attend Mandatory Training on Sexual Harassments for the month of June. This will be a one day session and will take place at North Street, 9 AM to 1 PM.

COMMISSIONER FONTANEZ stated that yesterday the Council held our FY/93 Budget Hearings. She expressed her thanks to Mary Barry & John Donovan, SR., for assisting her and attending this session. We will now await to hear of their approval to this budget.

Further reported that she will giving John Donovan, Sr. a package on Local Aid. She is depending on managers to review this package and to spread the message that all Boston is looking for is it's Fair Share.

RE: attached memo from the Mayor:

The Mayor is planning to recruit 40 bus loads to march on Washington on May 16, 1992. Anyone interested may sign-up for this trip. Sponsors have been solicited and will be free to the public. Commissioner Fontanez is requesting a Voter Registration drive to take place on this day as people board the bus. All members of the Board are in favor of this registration drive to be conducted on May 16, 1992 - location to be announced.

ADJOURN:

Attest:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

MEMORANDUM

To: Jovita Fontanez, Chair
Election Department

From: Annual Listing RFP Evaluation Committee
(Mary Barry, Marie Boudreau, John Donovan, Sr., Diane MacDonald)

Date: April 21, 1992

Subject: **NON-PRICE EVALUATION RATINGS**

The Evaluation Committee has completed the non-price evaluations of the three proposals submitted for the Annual Listing RFP.

The following composite ratings have been determined for your review: 3 yrs

1). Advantage List Marketing	Not Advantageous	$129,921. —
2). Printworks Publishing	Advantageous	35,550. 3 yrs
3). Select Direct Marketing	Highly Advantageous	212,700. 3 yrs

Please refer to the attached "Non-price Evaluation Sheet" and "Evaluations: Reasons/Comments" for a summary of the Committee's findings for each proposal.

Attachments

ANNUAL LISTING RFP -- INFORMATION FROM REFERRALS

Offeror: **ADVANTAGE LIST MARKETING**

Referral: MWRA c/o DMC Services
Contact: Steve Martins Phone: 787-9460
Contacted by: Diane MacDonald Date: 15-Apr-92

Nature of List: Residents' names for about 1 dozen MWRA communities, for future marketing project ("Operation Water Sense")

Nature of Service: Very important to have names correct, but Mr. Martins has discussed poor accuracy rate provided for BOSTON. He estimates about 60% accurate. They have decided to use Boston Edison files instead for City of Boston households. "I'm surprised [Advantage] used me as a referral."

Referral: Harvard Cooperative Society
Contact: Chuck Tieuli Phone: 499-2010
Contacted by: Diane MacDonald Date: 15-Apr-92

Nature of List: No information was provided over the phone. It was suggested that any information request be mailed to Mr. Tieuli.

Nature of Service: No information provided.

Referral: The Post Club
Contact: Mark Goodman Phone: 332-2582
Contacted by: Diane MacDonald Date: 15-Apr-92

Nature of List: Mr. Goodman stated that he did not want to discuss specifics.

Nature of Service: Described Advantage as responsive and flexible.

Deadlines: No problems
Accuracy: No problems
Mail deliv.: NA
Updates: Yes

ANNUAL LISTING RFP -- INFORMATION FROM REFERRALS

Offeror: **PRINTWORKS PUBLISHING**

Referral: Marketplace Information Systems
Contact: John Wang Phone: 894-1661 (Catherine Engleke was not in.)
Contacted by: Diane MacDonald Date: 15-Apr-92

Nature of List: Mr. Wang does not believe that Printworks provides lists to his firm. He described the relationship as one where his firm provides the software used by Printworks to manage the 7 million record database. Printworks has done other work for him (printing or graphics).

Nature of Service: For the work performed by Printworks,
Deadlines: met
Accuracy: High quality
Mail deliv.: NA
Updates: NA

Referral: Parametric Technology
Contact: Diane Fitzpatrick Phone: 894-7111
Contacted by: Diane MacDonald Date: 16-Apr-92

Nature of List: Printworks supplies "strictly mailing" services.
The list includes selected types of manufacturing companies.

Nature of Service: Described services in general as "super," "high degree of effort."
Deadlines: met
Accuracy: NA
Mail deliv.: NA
Updates: Parametric does itself; at the time, Printworks was only interested in one-time mailings, not reuseable lists.

Referral: Pontes & Buckley
Contact: Ed Pontes Phone: 536-2656
Contacted by: Diane MacDonald Date: 15-Apr-92

Nature of List: Mr. Pontes did not provide. Proposal describes a 50,000 client list for WBCN.

Nature of Service: Noted "vision," "execution," extended services (printing, procuring extra bids).
Deadlines: Very timely
Accuracy: "Extraordinarily higher than anticipated."
Mail deliv.: Accuracy noted on a mailing
Updates: Printworks "boasted" of its updating of data.

ANNUAL LISTING RFP -- INFORMATION FROM REFERRALS

Offeror: **PRINTWORKS PUBLISHING**

Referral:	Cowen and Company		
Contact:	Laurie Marrone	Phone:	523-3221
Contacted by:	Diane MacDonald	Date:	16-Apr-92

Nature of List: Printworks provides mailing service, but list is generated and maintained in-house. List includes specific types of companies.

Nature of Service: Cited Printworks "excellent service," "large network with local businesses to get the job done."

Deadlines: met
Accuracy: will handle last-minute changes
Mail deliv.: NA
Updates: NA

ANNUAL LISTING RFP -- INFORMATION FROM REFERRALS

Offeror: **SELECT DIRECT/COMM. MAILING LIST**

Referral: Brandeis/Spingold Theatre
Contact: John Edward Hill Phone: 736-3402
Contacted by: Diane MacDonald Date: 15-Apr-92

Nature of List: Comm. Mailing List supplies list meeting criteria selected by Mr. Hill ("usually income"). Not including Boston residents.

Nature of Service: Described Comm. Mailing List as "good to work with."
Deadlines: Fast turnaround
Accuracy: NA
Mail deliv.: No return; bulk mail
Updates: NA

Referral: Open Software Foundation
Contact: Jodi Smith-Bennett Phone: 621-8978
Contacted by: Diane MacDonald Date: 15-Apr-92

Nature of List: Comm. Mailing List supplies list meeting criteria selected by Ms. Smith-Bennett. Now she contacts list companies directly, but it is a lot of work. "You're buying their broker services."

Nature of Service:
Deadlines: Good
Accuracy: Good
Mail deliv.: NA (through Mail House)
Updates: One-time service

Referral: Delphi Consult. Group
Contact: Tom Kolopolous Phone: 723-7446
Contacted by: Diane MacDonald Date: 15-Apr-92

Nature of List: 3 lists provided over 24 month period for seminar series targeting research groups. Comm. Mailing List recommended major computer publications to include. Included nation-wide data; "hundreds of thousands."

Nature of Service: Mr. Kolopolous described Comm. Mailing List as "accessible," "consistent."
Deadlines: Quick turnaround; good use of broker
Accuracy: "Many variables for merge-purge, look for experience"
Mail deliv.: Sent to Mail House, bulk rate, no return
Updates: Comm. Mailing List based recommendations on updates of sources.

RFP -- ANNUAL LISTING
EVALUATIONS: REASONS/COMMENTS

OFFEROR: ADVANTAGE LIST MARKETING

I. MINIMUM REQUIREMENTS — Rating: Acceptable

Reason(s): All minimum requirements were checked "yes."

II. GENERAL INFORMATION — Rating: Submitted

Reason(s): All general information submitted as required.

III. COMPANY EXPERIENCE — Rating: Advantageous

Reason(s): At least one list confirmed with at least 50,000 individuals including City of Boston residents.

IV. SOURCES OF RESIDENT INFORMATION — Rating: Not advantageous

Reason(s): Only 90,000 records provided by offeror. Offeror asked the City to provide Registry of Motor Vehicles list.

V. QUALITY OF LIST COMPILATION — Rating: Not acceptable

Reason(s): Contact for MWRA project referral estimated only 60% accuracy of Boston residents provided.

Signed: D MacDonald

Signed: A. Marie Boudreau

Signed: Mary A. Barry

Signed: John F. Donovan Sr.

Date: April 17, 1992

RFP -- ANNUAL LISTING
EVALUATIONS: REASONS/COMMENTS

OFFEROR: PRINTWORKS PUBLISHING

I. MINIMUM REQUIREMENTS — Rating: Acceptable

Reason(s): All minimum requirements were checked "yes."

II. GENERAL INFORMATION — Rating: Submitted

Reason(s): All general information submitted as required.

III. COMPANY EXPERIENCE — Rating: Advantageous

Reason(s): At least one list confirmed with at least 50,000 individuals including City of Boston residents. Other referrals had only used Printworks for mailings to businesses.

IV. SOURCES OF RESIDENT INFORMATION — Rating: Advantageous

Reason(s): Offeror demonstrated use of its 7 million database for generation of a resident list including City of Boston residents, but it was not clear if over 300,000 City residents are readily available.

V. QUALITY OF LIST COMPILATION — Rating: Highly advantageous

Reason(s): Proposal cited ability and willingness to meet highest criteria for accuracy and deliverability. Referral also noted "extraordinary" accuracy and updating of data for list compilation.

Signed: D MacDonald

Signed: A. Marie Boudreau

Signed: Mary K. Barry

Signed: John P. Donovan Sr

Date: April 17, 1992

RFP -- ANNUAL LISTING
EVALUATIONS: REASONS/COMMENTS

OFFEROR: SELECT DIRECT MARKETING

I. **MINIMUM REQUIREMENTS** Rating: **Acceptable**

Reason(s): All minimum requirements were checked "yes."

II. **GENERAL INFORMATION** Rating: **Submitted**

Reason(s): All general information submitted as required.

III. **COMPANY EXPERIENCE** Rating: **Advantageous**

Reason(s): At least one list confirmed with at least 50,000 individuals including City of Boston residents.

IV. **SOURCES OF RESIDENT INFORMATION** Rating: **Highly advantageous**

Reason(s): Offeror demonstrated availability of at least 300,000 names from non-City sources. Covers all zip codes in the City in proportion to City's estimates.

V. **QUALITY OF LIST COMPILATION** Rating: **Highly advantageous**

Reason(s): Proposal cited ability and willingness to meet highest criteria for accuracy and deliverability. Referrals noted skill of offeror to recommend criteria for list compilation, and to procure accurate, updated sources.

Signed: D MacDonald

Signed: A. Marie Boudreau

Signed: [illegible]

Signed: John F. Donovan Jr.

Date: April 17, 1992

RFP -- ANNUAL LISTING
NON-PRICE EVALUATION SHEET

The Chief Procurement Officer of the City of Boston, or a designee, shall designate the individual(s) responsible for the evaluation of proposals on the basis of criteria other than price. The designated individual(s) shall prepare their evaluations based solely on the criteria set forth in the Request for Proposals. The evaluations shall specify in writing: 1) for each evaluation criterion, a rating of each proposal as highly advantageous, advantageous, not advantageous, or not acceptable, and the reasons for the rating. In addition, the evaluations shall specify in writing a composite rating for each proposal, and the reasons for the rating.

OFFEROR	MINIMUM REQUIREMENTS	A. GENERAL INFORMATION	B. COMPANY EXPERIENCE	C. SOURCES OF RESIDENT INFO	D. QUALITY OF LIST COMPILATION
ADVANTAGE LIST MARKETING	**(X) ACCEPTABLE** ( ) NOT ACCEPTABLE	**(X) SUBMITTED** ( ) NOT SUBMITTED	( ) HIGHLY ADVANT. **(X) ADVANTAGEOUS** ( ) NOT ADVANT. ( ) NOT ACCEPTABLE	( ) HIGHLY ADVANT. ( ) ADVANTAGEOUS **(X) NOT ADVANT.** ( ) NOT ACCEPTABLE	( ) HIGHLY ADVANT. ( ) ADVANTAGEOUS ( ) NOT ADVANT. **(X) NOT ACCEPTABLE**

(Please state the reasons for each rating given above on the attached sheet entitled "EVALUATIONS: REASONS/COMMENTS")

COMPOSITE RATING FOR THIS OFFEROR:
( ) HIGHLY ADVANTAGEOUS
( ) ADVANTAGEOUS
(X) NOT ADVANTAGEOUS
( ) NOT ACCEPTABLE

REASONS FOR THE COMPOSITE RATING: Offeror demonstrated experience in providing lists, but did not provide enough evidence of quality list sources. The information from a referral on the low accuracy rate for a list recently produced of Boston residents did not meet the criteria for quality of list compiliation.

Signed: D MacDonald

Signed: A. Marie Boudreau

Signed: Mary C. Barry

Signed: John P. Davenport

Date: April 17, 1992

RFP -- ANNUAL LISTING
NON-PRICE EVALUATION SHEET

The Chief Procurement Officer of the City of Boston, or a designee, shall designate the individual(s) responsible for the evaluation of proposals on the basis of criteria other than price. The designated individual(s) shall prepare their evaluations based solely on the criteria set forth in the Request for Proposals. The evaluations shall specify in writing: 1) for each evaluation criterion, a rating of each proposal as highly advantageous, advantageous, not advantageous, or not acceptable, and the reasons for the rating. In addition, the evaluations shall specify in writing a composite rating for each proposal, and the reasons for the rating.

OFFEROR	MINIMUM REQUIREMENTS	A. GENERAL INFORMATION	B. COMPANY EXPERIENCE	C. SOURCES OF RESIDENT INFO	D. QUALITY OF LIST COMPILATION
PRINTWORKS PUBLISHING	**(X) ACCEPTABLE** ( ) NOT ACCEPTABLE	**(X) SUBMITTED** ( ) NOT SUBMITTED	( ) HIGHLY ADVANT. **(X) ADVANTAGEOUS** ( ) NOT ADVANT. ( ) NOT ACCEPTABLE	( ) HIGHLY ADVANT. **(X) ADVANTAGEOUS** ( ) NOT ADVANT. ( ) NOT ACCEPTABLE	**(X) HIGHLY ADVANT.** ( ) ADVANTAGEOUS ( ) NOT ADVANT. ( ) NOT ACCEPTABLE

(Please state the reasons for each rating given above on the attached sheet entitled "EVALUATIONS: REASONS/COMMENTS")

COMPOSITE RATING FOR THIS OFFEROR:
( ) HIGHLY ADVANTAGEOUS
(X) ADVANTAGEOUS
( ) NOT ADVANTAGEOUS
( ) NOT ACCEPTABLE

REASONS FOR THE COMPOSITE RATING: Offeror demonstrated high quality of service. Availability of large database cited, but referrals noted Printworks' experience with business records, not resident information. While three referrals contacted had used Printworks for mailing services only (not list generation), the offeror's experience with one referral demonstrated a high level of accuracy.

Signed: [illegible]

Signed: A. Marie Boudreau

Signed: [illegible]

Signed: [illegible]

Date: April 17, 1992

RFP -- ANNUAL LISTING
NON-PRICE EVALUATION SHEET

The Chief Procurement Officer of the City of Boston, or a designee, shall designate the individual(s) responsible for the evaluation of proposals on the basis of criteria other than price. The designated individual(s) shall prepare their evaluations based solely on the criteria set forth in the Request for Proposals. The evaluations shall specify in writing: 1) for each evaluation criterion, a rating of each proposal as highly advantageous, advantageous, not advantageous, or not acceptable, and the reasons for the rating. In addition, the evaluations shall specify in writing a composite rating for each proposal, and the reasons for the rating.

OFFEROR	MINIMUM REQUIREMENTS	A. GENERAL INFORMATION	B. COMPANY EXPERIENCE	C. SOURCES OF RESIDENT INFO	D. QUALITY OF LIST COMPILATION
SELECT DIRECT MARKETING	**(X) ACCEPTABLE** ( ) NOT ACCEPTABLE	**(X) SUBMITTED** ( ) NOT SUBMITTED	( ) HIGHLY ADVANT. **(X) ADVANTAGEOUS** ( ) NOT ADVANT. ( ) NOT ACCEPTABLE	**(X) HIGHLY ADVANT.** ( ) ADVANTAGEOUS ( ) NOT ADVANT. ( ) NOT ACCEPTABLE	**(X) HIGHLY ADVANT.** ( ) ADVANTAGEOUS ( ) NOT ADVANT. ( ) NOT ACCEPTABLE

(Please state the reasons for each rating given above on the attached sheet entitled "EVALUATIONS: REASONS/COMMENTS")

COMPOSITE RATING FOR THIS OFFEROR:
(X) HIGHLY ADVANTAGEOUS
( ) ADVANTAGEOUS
( ) NOT ADVANTAGEOUS
( ) NOT ACCEPTABLE

REASONS FOR THE COMPOSITE RATING: Offeror demonstrated broad sources of information and over 300,000 City of Boston resident records already available. Referrals cited high quality of list brokerage services. Company experience with list procurement and compilation is strong, although all but one referral provided had used business lists, not resident lists.

Signed: D McDonald

Signed: A. Marie Boudreau

Signed: Mary L. Bagg

Signed: John F. Dalrymple

Date: April 17, 1992

JOIN THE PEOPLE AND THEIR MAYORS!

A NATIONAL MARCH ON WASHINGTON, D.C.

SAVE OUR CITIES SAVE OUR CHILDREN

MARCH on WASHINGTON, D.C. MAY 16, 1992

MAY 16, 1992

A CALL TO ACTION:

On May 16, 1992, people from every ethnic, economic, religious and regional background will join with the mayors of our cities to march on Washington, D.C. Their demand: That the Congress and the President relinquish desperately needed federal funds from military spending to halt the deterioration of our cities and the suffering of our children.

THE TARGETS:

- JOBS
- HEALTH CARE
- EDUCATION
- HOUSING
- CRIME
- DRUGS
- CLEAN ENVIRONMENT

THE TASKS:

- GET YOUR MAYOR INVOLVED!
- ORGANIZE YOUR COMMUNITY!
- ENLIST YOUR RELIGIOUS ORGANIZATION!
- SPREAD THE WORD!
- COME TO WASHINGTON!

SAVE OUR CITIES! SAVE OUR CHILDREN!

National headquarters:
1201 Connecticut Avenue, N.W. #500
Washington, D.C. 20036
(202) 944-5092

CITY OF BOSTON • MASSACHUSETTS

OFFICE OF THE MAYOR
RAYMOND L. FLYNN

FOR MORE INFORMATION PLEASE CALL
BROOKE WOODSON, MAYOR'S OFFICE
635-3309

IN BOARD CERTIFIED ON THIS DAY -- MAY 1, 1992

Ray F. Green #1187, 1348, 1381, 1795-1819	Congressman 9th. District
Martin Conboy #2690-2695	Congressman 9th. District
Michael Joseph Connolly 1639	Congressman 11th. District
Patrick J. Walsh #1613-1615, 1622-1623, 1820-1831 2427-2443, 2652-2665	Congressman 11th. District
Thomas M. Menino #2444-2513	Governor's Councillor 2nd. District
Edward P. Foley #1678-1693, 1921, 2136-2146	Governor's Councillor 2nd. District
Howard M. Kahalas #2113	Governor's Councillor 2nd. District
Daniel J. Flynn #1421-1439, 1566-1572, 1747-1753	Governor's Councillor 4th. District
Paul Albert 1496-1500	Governor's Councillor 4th. District
Christopher A. Ianella, Jr. #1518-1539, 1884-1897	Governor's Councillor 4th. District

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. MAY 8, 1992

PRESENT - COMMISSIONERS FONTANEZ, SHEPPARD, KILLILEA & ARRIGAL

STAFF - Jack McElligott, John Donovan, Sr., Mary Barry, John Donovan, JR. & Estrella White.

Commissioner Fontanez officially opened this meeting at 11:00 A.M.

Commissioner Sheppard made a motion to accept the minutes of the previous week. Motion was seconded and accepted.

Commissioner Killilea informed the Board that he had contacted by telephone all but two (2) Representatives and all Senators informing them of the recent changes in polling locations. He further stated that a letter would follow informing them of the same.

Commissioner Sheppard stated that he had notified all of the City Councillors.

Commissioner Fontanez asked the Commissioners to make a note of the names and times of the notification to the above stated.

Commissioner Killilea told the Board that he had contacted Rita Mills of Ward 11, Precinct 9, who was checked off on the Voting List in error under the name Marykate Killilea (Commissioner's daughter). Marykate was unable to vote as she had been checked off as voted. Election Officers to be made aware of how serious this error is to mark the wrong voter.

John Donovan, Sr.: Nomination papers going well. Quite a few papers do not have the Ward and Precinct noted, these papers take more time. All local papers should be finished by next Wednesday. He asked the Board if the Warehouse Personnel could be assigned to this office in order to assist in the certification of the Congressional Papers.

John further stated that two (2) reviews of nomination papers were to be set forth.

Jack McElligott: Requested the names of the Candidates who failed of certifications. so that they may be notified.

John Donovan, Sr. will submit the list of names to Jack McElligott.

John Donovan, Sr. apprised the Board that nomination papers had been sent into this office by mail....due ot the Court Case and the confusion of these papers, he requested the Board to accept them.

Commissioner Fontanez made a motion to accept these papers. Seconded and accepted.

Commissioner Fontanez asked the Board if they had any objections to closing the Warehouse in order to have personnel assist in the Congressional papers.

All Commissioners agreed to this.

Mary Barry: Submitted to the Board the payrolls for the period - April 29, 1992 to May 5, 1992 - Permanent Employees - 1401 in the amount $24,502.25 and Emergency Employees - 1401-5 in the amount of $630.00. Motion was made to accept payrolls. Seconded and accepted.

Commissioner Fontanez stated that she will be reviewing the FY/92 Budget with Mary Barry due to the June 30 closing.

Jack McElligott updated the Board Library. Commissioners praised him for his endeavor. Jack suggested to the Board that we should have a Black Law

Dictionary. Also, Jack would like some new bookcases. John Donovan, Jr. feels that bookcases with locks would be a good idea, so that nay person who borrows a book would have to sign for same when the bookcase is opened.

Commissioner Fontanez suggested that we contact Walter Stanziani to see if we could get one or two bookcases.

John Donovan, Jr. - Presented to the Board five (5) petitions for registration sites. Also, John just received a call from the Long Island Shelter, they are requesting an Assistant Reigstrar to be present at a Celebration to be held on May 13, 1992 from noon to 5 PM.

Commissioner Fontanez: Would like something in writing from Long Island. She told John Donovan, Jr. to have them Fax the request and the name of the event.

John Donovan, Jr. informed the Board that the Cape Verdian Festival was to be held on Sunday, May 10th. at St. Patrick's Parish Hall. Also, the Pipe Fitters will have a long day voitng in June and would like to have registration all day.

Commissioner Fontanez is requesting an Assistant Registrar of Voter to conduct a session on May 15th. at 10 AM as the people are boarding the bus for the "March to Washington."

Motion was made to accept the registration sessions. Seconded and accepted.

Commissioner Fontanez: Asked John Donovan, Jr. as to the status of a Training Manual that is being prepared.

John Jr. stated that it would be ready for review this afternoon.

Commissioner Fontanez informed the Board that she had concerns with requests for Registration Sessions - requests not being completed properly. New forms designed to look official and to have requests completed correctly. Also, David Bernner set forth some ideas, so as to uniform way of registration by all Assistant Registrars and --

Motion to accept new form voted on and accepted.
Registration Brochure to follow.

Commissioner Fontanez informed all managers that Mary Barry is setting forth a date with personnel in order to have all managers attend the meeting on Harrassment. Also, there will be a meeting set forth for all to attend on the Aids Virus. Mandatory that all personnel attend this meeting.

Motion to Adjourn:

Attest:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD CERTIFIED ON THIS DAY MAY 11, 1992

Michael A. Sullivan #1657-1660, 2225	State Senator Suffolk & Middlesex District
Marc Pascucci #2148-2155, 2288	State Senator Suffolk & Middlesex District
Vincent J. Manganello #2037-2042	State Senator Suffolk & Middlesex District
Jill Klowden #1922-1946, 1947-1951 N.C.	State Senator 1st. Suffolk District
Dianne Wilkerson #187-1881, 2359-2361 N.C., 2337-2345 N.C., 2329-2336.	State Senator 2nd. Suffolk District
Frank N. Jones 2346-2358, 2362	State Senator 2nd. Suffolk District
Ted Lewis #2363-2389	State Senator 2nd. Suffolk District
W. Paul White #1758-1780, 1781-1793 N.C. 2258-2272 N.C.	State Senator 2nd. Suffolk District
MIchael M. Murphy # 1670, 2052, 2253-2254, 2273, 2295-2297, 2422-2424.	Governor's Councillor 2nd. District
Christopher A. Iannella, Jr. 2281-2286	Governor's Councillor 4th. District
Salvatore J. Tecce #1647, 1981-1982	Governor's Councillor 6th. District
Daniel G. Hurley 1852-1856, 1975-1980	Governor's Councillor 6th. District
Virgil J. Aiello #1694-1699, 1851, 2045-2047, 2245-2247.	Governor's Councillor 6th. District

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD	CERTIFIED ON THIS DAY	MAY 13, 1992
Stephen A. Soln #1468-1470, 2700-2704, 3158-3159	Congressman 7th. District	
Anthony W. Ravosa #2666	Congressman 2nd. District	
Edward J. McCormick 111 #2789-2795, 3160-3161	Congressman 4th. District	
Michelle Flaherty #2797-2802	Congressman 4th. District	
Martin T. Meehan #2804-2806	Congressman 4th, District	
Martin F. Healey #2909	Congressman 4th. District	
William D. Delahunt #3182-3186	Congressman 4th. District	
Joseph P. Kennedy, Jr. #2565-2689	Congressman 8th. District	
Frank A. Bartus, Jr. #2950-2958, 3158-3181	Congressman 8th. District	
Francis R. Powers #3177-3179	Congressman 9th. District	
Frank Vallarelli #3175-3176	Congressman 9th. District	
Brian Cameker #2990-2991, 3180	Congressman 9th. District	
Robert J. Stone #2987-2989	Congressman 9th. District	
Paul W. Crowin #2993-2998	Congressman 9th. District	
John M. Shields #2959-2965	Congressman 11th. District	
Thomas M. Menino #2444-2564, 3174	Congressman 11th. District	
Charles Calvin Yancey #2705-2788	Congressman 11th. District	
Paul D. Harold #2807-2831	Congressman 11th. District	

Eleanor Mulloney LeCain
#2832-2881

Congressman
11th. District

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. MAY 15, 1992

PRESENT: All Commissioners

STAFF: Jack McElliogtt, John Donovan, Sr., Mary Barry, John Donovan, JR., Estrella White.

Commissioner Fontanez officially opened this meeting at 11:15 A.M.

Commissioner Sheppard presented the minutes of Board Meeting of May 8th. to be accepted. Accepted and seconded.

Commissioner Killilea presented to the Board a Return of Service - informed the Board that the Board had twenty (20) days to sign off on this, and that the final day will be May 20, to sign off, does not want to default. Commissioner Fontanez will check with MiMi Kelly of the Law Department on this matter - MiMi has a copy of the complaint.

Commissioner Killilea presented to the Board copies of the contract for the Cardinal Madieros Elderly Housing Unit to be used as a polling location. The Management would like us to have insurance. Commissioner Killilea spoke to Jack McElligott on this matter and Jack is in agreement with them and Commissioner Killilea. Commissioner felt that if we are able to get insurance, the Board once agein may be able to use the Kit Clark Housing.

Jack McElligott stated that he would look into this situation and make some inquiries.

Commissioner Fontanez questioned as if it would be legal for us to get insurance?

Commissioner Killilea stated that he would contact the Law Department on this matter.

Jack McElligott suggested to the Board to look heavily at the John Winthrop School as an alternate polling location. Jack says that this location is Handicapped Accessible.

Commissioner Killilea stated that he will get a ruling from the Law Department.

Commissioner Fontanez stated that it would benefit the voters by using the Cardinal Madieros Elderly. She asked Commissioner Killilea to contact Representative Merced and apprise him of the situation.

Commissioner Killilea stated that after reviewing the voter pamphlet that he would suggest on No. 9... Print name..... to mark same as in No. 3. In No. 15... if they cannot read... read for them.

Commissioner Fontanez requested to Commissioner Killilea to give these to John Donovan, Jr.

Commissioner Sheppard apprised the Board of the list of candidates who have been certified.

John Donovan, Sr. said that he was all through with the certification of the local cnadidates and that Jack had sent out notifications to those who failed of certification. John said that he had responses from all notified.

Furter stated that papers for Congress should be finished in three (3) days. This was due to the extra help that he had.

Commissioner Fontanez: Stated that current staff is sufficient to catch up... party changes have to be finished.

Commissioner Fontanez: What to do about the warehouse.

Mary Barry: Submitted payrolls for the period of May 6 to May 12.... Permanent Employees - 1401 payroll ---$24,032.40, Emergency Employee - 1401-5 Payroll ---$700.00. Payrolls accepted and seconded.

Commissioner Fontanez informed the Board that the Emergency Appointment of William Botteri and Francis Cosgrove would expire on May 26th., at 5 PM. Apprised all that Vincent Cawley was on a vacation day today, and all Warehouse personnel were acting in the capacity of Assistant Registrars of Voters.

Jack McElligott: Apprised the Board that Larkin was the low bidder in the Contract for Transportation of Voting Machines. Pier Garage was the low bidder for the Repairs of Vehicles. Foster Electric Service, Inc. for the Wiring of Polling Locations. Larkin was the low bidder for Rental of Vans. Jack being the M/WBE person assigned for this department told the Board that minorities could be considered in the awarding of contracts, however, the terminology in contracts says: " lowest responsible bidder". Department went after minorities for bids. Foster Electric is well know in the minority area. Remiss if we did not use them.

John Donovan, Sr. questioned if they can do the job?
Jack McElligott responded that they could.

Commissioner Killilea asked the difference in last year's contract for Electrical. Jack McElligott stated that he would check last years.

John Donovan, Sr. presented a request for Voter Registration for Saturday, May 30 for C.D.C This registration to be held on American Legion Highway. C.D.C

Motion to accept and seconded.

Motion to adjourn:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD CERTIFIED ON THIS DAY: MAY 15, 1992

Ray F. Green #3194-3214	Congressman 9th. District
Michael Joseph Connolly #2985, 3081-3156	Congressman 11th. District
John M. Shields #2966-2984	Congressman 11th. District
Patrick J. Walsh #2796, 2910-2949, 2986, 2992, 3187	Congressman 11th. District
Charles Calvin Yancey #2999-3080, 3162, 3189-3193	Congressman 11th. District
Eleanor Mulloney LeCain #2882-2908, 3188	Congressman 11th. District
Freddie W. Gabriel #57-61, 107-108, 510-514, 2051, 2218-2224	State Senator 2nd. Suffolk District
Michael J. Barrett #2147	State Senator Middlesex Suffolk District
Denis Martin #1640-1643, 1644-1646 N.C. 1961 N.C.	Representative 1st. Suffolk District
Eugene Testa #2336, 2230-2235, 2236-2240 N.C.	Representative 1st. Suffolk District
Richard A. Voke #1588-1598, 1597-1612 N.C. 2319-2326 N.C.	Representative 2nd. Suffolk District

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD CERTIFIED ON THIS DAY: MAY 20, 1992

L. Thomas White #1561-1563, 1755-1757	Representative 3rd. Suffolk District
Ann Palmer # 2169-2178	Representative 4th. Suffolk District
Nelson Merced #2021- 2025, 2166-2168	Representative 5th. Suffolk District
Irene L. Roman #1482-1493, 1494-1495 N.C.	Representative 5th.District
Gunner Hexum #1715-1718, 2098-2099	Representative 5th. Suffolk District
Shirley Owens Hicks #2115-2131, 2132-2135 N.C.	Representative 6th. Suffolk District
Joe Heisler #2302-2313, 2314-2318 N.C.	Representative 6th. Suffolk District
Gloria Fox #1415-1420, 2388-2392, 2393-2396 N.C.	Representative 7th. Suffolk District
Kevin E. Byrd #1913-1920	Representative 7th. Suffolk District
John McDonough #1319-1332	Representative 12th. District
Dorothy L. Stevens #2156-2165	Representative 13th. Suffolk District

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. MAY 22, 1992

Present: All Commissioners

Staff: V. Cawley, M. Boudreau, M. Barry, John Donovan, Sr., J. McElligott, E. White & John Donovan, Jr.

Commissioner Fontanez officially opened this meeting at 11:00 A.M.

Commissioner Sheppard motioned the Board to accept the minutes of May 15,1992

Commissioner Killilea second the motion pending one change: Commissioner Killilea will seek an opinion instead of get a ruling.
Motion seconded and accepted.

John Donovan, Sr.: Stated that he received several request for nomination papers to be reviewed by Candidates who failed certification. 5 PM today is the deadline for such review and all are completed.

Candidates are:

Ted Lewis (2nd. Suffolk Senator District)	from	291 to 300
Kevin Byrd (7th. Suffolk Rep. District)	from	141 to 155
Dorothy Steven (13th. Suffolk Rep. Dist.)	from	123 to 129
Dan Huck (16th. Suffolk Rep. District)	from	150 to 163
Richard Feeney (14th. Suffolk Rep. Dist.)	from	69 to 74

John Donovan Sr. further stated that we have certified papers for Mr. Fred Gabriel but did not change his party. Litigation is on-going on this matter.

Commissioner Killilea stated that he has contacted MiMi Kelly regarding the contract form. MiMi Kelly advised Commissioner Killilea that it is with her supervisor and she will contact her supervisor today on this matter to speed up this process.

Commissioner Fontanez: RE: High School Voter Registration
Monsignor Ryan Memorial High School

Letter was received addressed to Mike Leonard from Registrar, Judith M. Melody stating that she was holding two (2) registrations of students who registered but would not be 18 years of age by September 15, 1992. Commissioner Fontanez will follow-up this situation.

Mary Barry presented payrolls for week of May 13, 1992 to May 19, 1992.

Permanent -----1401 --- $24,032.00
Emergency -----1401-5 - 700.00

Motion was made to accept the payrolls and motion was seconded.

Emergency employees assigned to this department will be terminated Tuesday, May 26, 1992.

Commissioner Fontanez requested a vote by the Board to award the Contracts for FY/92. Motion was made and seconded:

Contracts awarded are :

TRANSPORTATION OF VOTING MACHINES

James E. Larkin, Inc.
3175 Washington Street
Boston, MA 02130 ----------$56,800 ($35 per machine) Lowest Bidder

REPAIRS AND MAINTENANCE TO ELECTION DEPARTMENT VEHICLES

Pier Garage, Inc.- D/B/A Pier Transmission
221 Northern Avenue
Boston, MA 02110 ----------$5,150 (Lowest Bidder)

WIRING OF POLLING LOCATIONS

Foster Electric Service, Inc. (minority)
702 Walk Hill Street
Mattapan, MA 02126 ---------- $5,500. (Lowest Bidder)

RENTAL OF 24 VANS FOR TWO FUNCTIONS

James E. Larkin, Inc.
3175 Washington Street
Boston, MA 02130 ----------$6,768.00 (Lowest Bidder)

Marie Boudreau will start paper work trail to secure legal contract.

Vinny Cawley

Stated that the warehouse will start again setting back machines on Tuesday. Stated that Stanley James requested from him his permission to run mock elections in High Schools where machines are stored. Mr. Cawley has no opjections to this process.

Commissioner Fontanez explained that this process will be part of the Mayor's Youth Program. Mock elections will be conducted for the Presidential Primaries as machines are currently set up for. No one had any objections to this program as part of the Youth Program.

Commissioner Fontanez further requested from Vinny Cawley a written memo to be given to Marie Boudreau on Tuesday May 26, 1992 outlining as to how long it will take to complete the setting back of machines.

Commissioner Fontanez requested that Estrella White write up in Spanish the necessary qualifications to register to vote. This will be given to the Spanish newspapers and media for the upcoming elections.
Mrs. White stated that she has something written up from the past and will show it to Commissioner Fontanez for her approval.

John Donovan Jr. presented serveral petitions for Voter Registration. After review by the Board motion was made and seconded. Commissioner Killilea stated that in the future John Donovan, Jr. should review carefully to assure that request signatures be exact.

Petitions are as follows:

5/31/92 ---------From All Walks of Life at
Aids Information Tent by
Bridge at the Hatchshell
on Esplande---------- 10:30 AM to 3:30 PM

6/13/92--------- Boston Gay Pride At Greater
Boston Lesbian Gay Political
Alliance Table on Boston Commons Noon to 4:30 PM

5/30/92----------190 Warren Avenue
Concord Baptist Church ---------- 5 PM to 9 PM

6/26/92--------- Roxbury Community College ------ 10 AM to 1 PM

May 22, 1992

June 7, 1992-------- St. Columbkilles
Parish Institute Building ---- 10 AM to 1 PM

Commissioner Sheppard motioned the Board to accept these registration petitions. Motion was seconded and accepted.

Commissioner Fontanez reported that the Carpenters Union had been in contact with us to conduct their election, but had decided to look elsewhere due to the concerns over printing of the ballots, moving of the voting machines etc.

Commissioner Fontanez : Had requested several questions from Mr. Cawely in writing regarding the use of City Voting Machines for private Elections. Mr. Cawley responded No to all questions asked. (copy of response attached).

Commissioner Fontanez requested that Board meeting for next week be held on Wednesday at 12 Noon instead of Friday. All members are in favor. Marie Boudreau will inform City Clerk of change.

John Donovan, Jr. stated that he expects petition for May 31, 1992 at Roxbury Multi-Service Center - Roxbury Community College. Expects petition after Wednesday. Commissioner Fontanez suggest that John Donovan Jr. call them and inform them that the request be in by Wednesday to be voted on by the Board.

Commissioner Fontanez congratulated Commissioner Killilea on being appointed for an additional 4 year term.

Commissioner Sheppard expressed his thanks to John Donovan, Sr. and Mike Leonard for assiting him in the preparation for a presentation at Copley High School. Presentation was well taken.

ADJOURN:

Attest:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

Gen 26

CITY OF BOSTON AND COUNTY OF SUFFOLK

DEPARTMENTAL COMMUNICATION

May 14, 1992

	NAME	RATING	(DEPARTMENT-DIVISION)	
TO	Vincent Cawley	Chief Voting Machine Custodian	Election	
FROM	Jovita Fontanez	Chairwoman	Election	

SUBJECT Use of City's Voting Machines

FILE REF. NO.

It has come to my attention that a private Election was held on Saturday, April 11, 1992.

As per our conversation of two (2) weeks ago, concerning private Elections and voting machines, I would like to know if any of the City's voting machines were used at this Election. No -

Also, you have brought to my attention that you have purchased a number of voting machines, the Board wishes to know where these machines are stored.

Kindly respond in writing to the Board. No

Vin Cawley
May 18 1992

IN BOARD CERTIFIED ON THIS DAY MAY 22, 1992

Gunnar Hexum #1715-1718, 2098-2099	Representative 5th. Suffolk District
Anthony M. Benzevitch #2053-2058	Representative 13th. Suffolk District
John J. Kelly #93, 295-298, 699-700, 751-753, 801-802, 2289-2291, 2292-2294 N.C.	Representative 15th. Suffolk District
Catherine Walker Searcy #1661-1668	Representative 15th. Suffolk District
Stephen J. Murphy #1832-1842, 1843-1846 N.C. 2043-2044 N.C.	Representative 15th. Suffolk District
Roger Fisk #2274-2280	Representative 18th. Suffolk District
Robert C. Rufo #456-505, 547-552, 553-586 N.C.	Sheriff
Glenn P. LaCedra #1440-1454, 2287	Sheriff
Vincent A. LoPresti #1186, 1650-1656, 2111, 2298	Governor's Councillor 6th. District
Richard A. Campana #1344-1347, 2327-2328	Governor's Councillor 6th. District
Vincent J. Ragucci #1671-1676, 1952-1960, 2241-2244	Governor's Councillor 6th. District
Dorothy A. Kelly Gay #1754	Governor's Councillor 6th. District
John F. Powers #1794	Governor's Councillor 6th. District
Kevin R. Donovan #1564-1565, 2217	Governor's Councillor 4th. District
John J. Kerrigan #1578-1587, 1847-1850, 1882-1883, 1898-1900, 2180-2216	Governor's Councillor 4th. District
Michael A. Murphy #2000-2110	Governor's Councillor 4th. District
John J. Horgan #1455-1467, 1506-1508, 1901-1912	Governor's Councillor 4th. District

Paul J. Kingston #2059-2097	Governor's Councillor 4th. District
Ronald P. Iacobucci #2100-2109	Governor's Councillor 4th. District

Attest:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 12:00 Noon May 27, 1992

PRESENT: Commissioners, Fontanez, Sheppard & Arrigal

STAFF: M. Boudreau, Jack McElligott & John Donovan,Sr.

COMMISSIONER FONTANEZ officially opened this meeting at 12:00 Noon.

With only three Commissioners present, Commissioner Fontanez asked members as to if they desire to vote on manners brought up before the Board today. Commissioner Sheppard stated that he would prefer to defer voting until all members were present.

Commissioner Fontanez stated that she would take this under advisement.

Jack McElligott advised the Board that three members was a quorum and vote could be taken regarding department matters.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of May 22, 1992

Commissioner Arrigal second the motion and all were in favor.

COMMISSIONER FONTANEZ presented list of firms and recommendations by appointed committee who recommended awarding RFP to Select Direct Marketing, Inc. to produce an annual listing of residents and jury list.

Each Commissioner was given a copy of this recommendation by the Committee. The members on this committee were Mary Barry, Marie Boudreau, John Donovan, Sr. & Diane McDonald.

Commissioner Fontanez requested a motion to award this RFP (Contract) to Select Direct Marketing, Inc.

Commissioner Arrigal requested in the form of a motion to defer voting on this award and motioned the Board to have the Law Department review the process to see if all proper legal steps were taken.

Commissioner Sheppard second the motion and motion was accepted.

JOHN DONOVAN, SR. stated for the records that all Congressional papers are completed and a few are still here awaiting pick-up.

Raymond Green - Republican Candidate for 9th. Congressional District failed certification. He requested review - we scheduled him with a 10 AM appointment on this day. He has not shown up nor has he called.

Commissioner Sheppard requested that we defer voting on the payroll until the next Board Meeting. Motion was seconded by Commissioner Arrigal & accepted.

VOTER REGISTRATION:

May 31, 1992 Long Wharf Pavillion ---------- 3PM to 8 PM

May 28, 1992 Roxbury Community College
Parent Center for Day Care---------- 6:30 PM to 8:30 PM

May 28, 1992 Copley Square Library Rabb Hall ------ 5 PM to 8 PM.

Commissioner Sheppard motioned the Board to accept these voter registration petitions.

Motion was seconded by Commissioner Arrigal and all were in favor.

COMMISSIONER FONTANEZ motioned to adjourn.

Motion seconded by Commissioner Sheppard and accepted.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. JUNE 8, 1992

PRESENT: All Commissioners, Mimi Kelly, Esquire and Kalem Derderian, Esquire, of the Boston Law Department.

Commissioner Fontanez officially opened this meeting at 11:00 A.M. The purpose of this meeting was for the Board to vote on the Annual Listing Contract Award to Select Direct Marketing. The Commissioners expressed concerns regarding the Finance Commission's letter.

Kelam Derdarian stated that preparation for the contract has been going on for many months and a vote was not taken prior to this date as a performance bond had not been secured by the Company. Performance bond has now been received and a vote is needed. His legal interpretation is that we are in no violation of the law, as no listing has been turned in to us and no monies has been paid by the City for services.

As for the Finance Commission - their job is not to second guess the performance of this Board. Stated that in lieu of the Police Commissioner - the Election Department was to oversee this process. All Commissioners were given an evaluation criteria report of all Firms that bid.

Stated that the Finance Commission can make comments, suggestions or give advice, but, the City of Boston Corporation Counsel determines legalities and the Mayor of Boston awards contracts.

Mr. Derderian stated that further delays should be avoided due to deadlines to be met, and that the Board, is his opinion, is not in violation and has no liabilities because no monies have been paid. The letter from the Finance Commission expresses opinions and concerns only.

Commissioner Fontanez asked for a motion to award this Listing Contract to Select Direct Marketing, to produce an Annual Listing of Residents for the City of Boston.

Commissioner Killilea seconded the motion.

Vote:

Commissioner Fontanez - aye
Commissioner Killilea - aye
Commissioner Sheppard - abstained from voting
Commissioner Arrigal - abstained from voting

For the record - Commissioner Sheppard wants it to be recorded that he has been a member of this Board since the early 1980's and this is the first time that his concerns are not clarified to the point that he feels obligated to abstain from voting.

Commissioner Killilea made a motion to adjourn - seconded by Commissioner Arrigal- All in favor.

ADJOURN;

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD JUNE 12, 1992

CERTIFIED ON THIS DAY

Initiative Petition "M" - Law to have Certain Banks, Insurance Companies & Publicly Traded Corporations file Annual Reports to the Massachusetts Secretary of State:

#1-25

ATTEST:

Everette H. Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. JUNE 12, 1992

PRESENT: ALL COMMISSIONERS
STAFF: V. Cawley, E. White, M. Boudreau, M. Barry, John Donovan, Sr. & J. Donovan, JR. Also present a representative from the Finance Commission, Jeff Connolly.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 am.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of May 27, 1992 and those of June 8, 1992.
Motion accepted and all in favor.

COMMISSIONER KILLILEA stated that we have received approximately 30 registration forms from Snowden High School. Further stated that we had located two (2) outstanding forms from the Lydon School. We will hold these registrations in this office until registrants turn 18 years of age.

Commissioner Killilea informed all that he will be at the State House on Monday following-up on the Home Rule Petition and will bring back an up-date to the Board.

Stated that he submitted a letter to Mederios Apartments with new form for Insurance drawn up the Law Department. He is awaiting for a response.

COMMISSIONER SHEPPARD stated that he has been in contact with Foster Electric-regarding the Award of the Wiring of Polling Locations contract for FY/93. Mr. Foster is in the process of attempting to obtain a Performance Bond and has requested that we allow him until Wednesday, June 17 to determine if he will succeed to secure a performance bond. The Board agreed to this request.

VINNY CAWLEY: Stated that the Warehouse Division has completed the turn back of Shoup Machines. Today they started the AVM Machines in hopes of being completed by the first or second week in July.

Mr. Cawely demonstrated material he wishes to purchase for Voting Machine Curtains. These curtains will remain closed and will elimate strain on the motor of the machines. N.Y. City and Philadelphia have gone this route. Estimated cost would be $10 per machine and he would like to do 200 machines.

Commissioner Fontanez stated that we would take this presentation under advisement and requested that Commissioner Killilea research if funding could be made available.

JOHN DONOVAN, SR.: Reported that we have received 400 nomination papers for Perot and they intend to send 600 more. 60 papers have also been received from another candidate for President who is running under the New Alliance Party and we also expect more from this candidate. Petitions M & O are certified and other Public Policy petitions on Hand Gus Control are comin g in.

JOHN DONOVAN, Jr. turned in several Voter Registration requests under 51-42B, (all Commissioners reviewed these requests). One request for Venus de Milo, approval on this request will be pending Officer William Henchey visiting this location to assure that if Voter Registration is to be conducted inside the building (due to bad weather) that space in availble away from the area where alcohol is served.

Commissioner Killilea motioned the Board to accept the Voter Registration Requests under 51/42B as presented. Commissioner Arrigal seconded the motion

and all were in favor. Motion accepted.

Commissioner Killilea motioned the Baord to adjourn, seocnded by Commissioner Arrigal and accpeted.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD CERTIFIED ON THIS DAY JUNE 16, 1992

INITIATIVE PETITION "O".

Proposed Law to establish a Health Protection Fund to pay for health programs relating to tobacco use.

#26 - 75

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD JUNE 18, 1992

CERTIFIED ON THIS DAY;

Petition "O"

#85-140

PUBLIC POLICY QUESTION - SECOND SUFFOLK DISTRICT
#77-84

ATTEST:

Everette H. Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD JUNE 19, 1992

CERTIFIED ON THIS DAY:

Initiative Petition "J",

Proposed law to improve an excise tax on oil, toxic chemicals and other hazardous substances:

#141-291

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. JUNE 22, 1992

Present: Commissioners Sheppard, Arrigal & Killilea
(Commissioner Fontanez is currently at the Kennedy School, giving a presentation to a graduating class).

Staff: M. Boudreau, John Donovan, Sr., M. Barry, J. Donovan, Jr. and E. White.

COMMISSIONER KILLILEA officially opened this meeting at 11:00 A.M. and expressed sympathy at the recent deaths of relatives of our staff, i.e. V. Cawley's sister, Stanley James brother & Barry Goldberg's uncle and that of the death of one of our retired employees, Bernie Haefner. A collection will be taken up sometimes today.

COMMISSIONER ARRIGAL motioned the Board to accept the minutes of the previous Board meeting.

Commissioner Sheppard seconded the motion and all were in favor.

COMMISSIONER KILLILEA requested that we contact Foster Electric and request that he comes in and meet with the Board ASAP regarding as to where he stands in the FY/93 Electrical Contract for Wiring of Polling Locations. Marie Boudreau will call Mr. Foster and inform him of the above.

Stated that he submitted a letter to Harbor Point requesting use of the Common Room as Polling Location. Is awaiting a response.

COMMISSIONER SHEPPARD stated that all have received a memo from department local 285 stewards, D. Caulfield and K. D'Urbano requesitng copies of all petition registrations as of January 1, 1992 to date and that of all future requests also the names of the person(s) who conducted these registrations.

Mr. Donovan stated that there should be no objections as this is public record.

Commissioner Sheppard motioned the Board to make this information available as requested. Motion seconded by Commissioner Arrigal and accepted.

John Donovan, Sr. stated that earlier this week he received 2 additional Initiative Petitions, "I" & "J". He received approximately 300 of each. Deadline for filling is Monday coming at 5 P.M.

Mary Barry presented the payrolls of the week of June 10, 1992 to June 16, 1992.

Permanent	1401	$23,729.04
Emergency	1401-5	350.00

Commissioner Sheppard motioned the Board to accept these payrolls as presented. Motion seconded by Commissioner Arrigal and accepted.

John Donovan, Jr. presented petitions for Voter Registration. All Board members reviewed these requests.

Commissioner Killilea requested that we have a name of a contact person and telephone number from all requests in case of rain date. John Jr. stated that on petition requests rain date is clearly requested and if none is listed, he assumes that a rain date is not required.

Commissioner Sheppard motioned the Board to accept these petitions as presented. Motion was seconded by Commissioner Arrigal and accepted.

JOHN DONOVAN, JR. further stated that Mark Donovan has surveyed the Venus de Milo and reported that Voter Registration could take place within the club

in the L Cove Room which would be approximately 150' away from where liquor would be served.

In conclusion Commissioner Killilea stated that the Venus De Milo is a proper registration location.

JOHN DONOVAN, JR. stated that he has received the O.L tape but as of this meeting he still has not received the Jury Tape which was due this morning.

COMMISSIONER SHEPPARD motioned to Adjourn, motion seconded by Commissioner Arrigal and accepted.

ADJOURN:

ATTEST:

EVERETTE SHEPPARD, SECRETARY

IN BOARD JUNE 25, 1992

CERTIFIED ON THIS DAY:

INITIATIVE PETITION "I"

Packaging of materials that could be recycled.

715-1572

INITIATIVE PETITION "J"

#272-1622

Attest:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. JUNE 26, 1992

PRESENT: ALL COMMISSIONERS

STAFF: Vinny Cawley, Jack McElligott, Marie Boudreau, Mary Barry, John Donovan, JR. & John Donovan, SR.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous Board Meeting.
Commissioner Arrigal second the motion and all were in favor.

COMMISSIONER SHEPPARD motioned the Baord to place on hold the Omitted Listings. Select Direct will meet with this Baord again on Wednesday, July 1, 1992 at which time any decisions on this matter will be decided at this time.
Motion was seconded by Commissioner Killiea and accepted.

COMMISSIONER SHEPPARD motioned the Baord not to conduct a meeting next week as Friday in July 4th. holiday. The next scheduled meeting will be Friday, July 10, 1992.

Commissioner Arrigal second the motion and all were in favor.

COMMISSIONER KILLILEA RE: Bonding for Polling Locations.

Two sites - Harbor Point and Mederios Apartments.

Requested that Jack McElligott obtain 3 quotes as to the cost and present this information to all Commissioners prior to the next Board Meeting.

JOHN DONOVAN, SR. RE: INITIATIVE PETITIONS.

Stated that we should have no problems in meeting our 5 PM deadline for Monday, June 29, 1992. Some petitions are not exact duplicates, only copied on one side. Mr. Donovan, Sr. recommends to the Board that these be rejected as not exact duplicates.

Commissioner Fontanez suggested that a letter be drawn up for when these people pick up these petitions it will explain as to why they were rejected.

Commissioner Killilea will draw-up this letter.

VINCENT CAWLEY Presented report of progress in turning back voting machines city-wide. Anticipates completion to be around the second week of July due to vacation time.

JOHN DONOVAN, JR. presented for review by the Board requests for Voter Registration.

Commissioner Killilea motioned the Board to accept these Voter Registration requests as presented.
Commissioner Arrigal second the motion and was accepted.

COMMISSIONER FONTANEZ commented two members of our staff in a job well done for their efforts in obtaining additional signatures allowing Mr. Lewis (candidate) to be placed on the ballot. Employees are T. Strachan and J. Hanlon. Commissioner Fontanez called these two employees into the Baord room and personally thanked them for a job well done.

John Donovan, SR. commented that the staff did an excellent job to assure that we meet the completion deadline of the Initiative Petitions in a timely fashion.

MARY BARRY - Payrolls - week of June 17, 1992 to June 23, 1992

Permanent ----	1401 -------	$24,484.18
Emergency ----	1401-5	434.00

COMMISSIONER SHEPPARD motioned the Board to accept the payrolls as presented. Commissioner Killilea second the motion and motion was accepted.

JACK MCELLIGOTT WIRING OF POLLING LOCATIONS ELECTRICAL CONTRACT FOR FY/93.

This contract was awarded by the Board to Foster Electrical Service, the lowest bidder, in the amount not to exceed $5,500. Foster Electric to date has not been able to produce the required performance bond. We informed Mr. Foster by mail and hand delivered letter to his place of business by Officer Henchey advising him that we would allow him until today at 11 AM to contact this office and Mr. Foster has not responded. He has informed us on Monday, June 22nd. that he would have an answer for us that afternoon as to if he would be able to secure a performance bond but we never heard from him.

COMMISSIONER SHEPPARD motioned the Board to award this contract to M.J. Loney, Co. , 2 Wyvern Street, Roslindale 02131 , the next lowest bidder in the amount of $5,650.00.
Motion was seconded by Commissioner Killilea and accepted.

Jack McElligott will draw up letter to be sent to Foster informing him of the Board's decision.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD JULY 8, 1992

Certified on this day - Public Policy Question:
Gun Control - Second Suffolk Representative District

#77-84, 1831. 1853-1856

12th. Suffolk Representative District

1832,1839-1840, 1852, 1872-1873, 1881, 1907-1913, 1918-1919, 1968-1974, 2025-2029, 2030-2035 N.C., 2055 N.C.

3rd. Suffolk Representative District

1845, 1847, 1983-1985, 2056

Sixteenth Suffolk Representative District

1841, 1848-1851, 1857, 1862-1865, 1874-1879, 1915-1917, 1920, 1952-1953, 2059.

First Suffolk Representative District

1866-1871, 1880, 1914, 1955

Seventh Suffolk Representative District

1804-1819, 1858-1860, 1906, 1954

Tenth Suffolk Representative District

1820-1828, 1854-1838, 1842, 2007-2013

Attest:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. JULY 10, 1992

Present: Commissioners Sheppard, Arrigal and Killilea
(Commissioner Fontanez is at a Dept. Heads' Meeting)

Staff: J. McElligott, C. Scordino, E. White, G. Cushman, M. Connolly, T. Strachan.

COMMISSIONER KILLILEA officially opened the meeting at 11:00 A.M.

COMMISSIONER SHEPPARD made a motion to accept the minutes of the previous board meeting; Commissioner Arrigal seconded the motion and all were in favor.

COMMISSIONER SHEPPARD requested from Commissioner Killilea an update of the annual listing in regard to a meeting that had been proposed for July 1, 1992 and was informed that the meeting had been moved to the following week.

Martin Connolly presented the payrolls of the week July 1 thru 7, 1992-
1401 Payroll-Permanent-$24,548.46.
1401-5 Payroll-Emergency-$2160.49.
Commissioner Sheppard motioned the Board to accept the payrolls as presented. Motion seconded by Commissioner Arrigal and accepted.

Charles Scordino stated the following public policy questions had been submitted to the Board:
From the 4th Suffolk Representative District(New City).
From the 7th Suffolk Representative District (New City).
From the Suffolk Representative Districts 1 thru 14 plus Districts 16 and 18(Gun-Control).

COMMISSIONER SHEPPARD motioned to adjourn; motion seconded by Commissioner Arrigal and accepted.

ADJOURN:

ATTEST:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. JULY 17, 1992

PRESENT: ALL COMMISSIONERS

STAFF: George Cushman, John Cushman, Estrella White, John Donovan, JR. & Mary Barry.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

Commissioner Fontanez apprised the Board that they would be meeting with the Law Department at some point next week concerning an up-date of the Annual Listing. Motion was made to meet with the law department and all were in favor.

COMMISSIONER SHEPPARD presented the minutes of the Board Meeting held on July 10, 1992 to be accepted ----Motion was accepted and seconded.

COMMISSIONER KILLILEA informed the Board that the Management of the Maderios Apartments agreed to our agreement to use this site as a polling location. Commissioner suggested that we have the Law Department review this agreement. Motion was made with all in favor.

COMMISSIONER FONTANEZ stated that Vinny Cawley was on vacation, therefore, there would be no report from the warehouse for this week.

MARY BARRY submitted payrolls for the week of 7/08/92 thru 7/14/92

Permanent Employees ---- 1401 ------$24,548.46
Emergency Employees ---- 1401-5----- 2,282.00

Motion was made to accept - Accepted and seconded.

COMMISSIONER KILLILEA spoke of the Ward Splits concerning the Congressional Districts. Commissioner to secure Map from the State showing the splits - Ward 5, Precinct 5 in both Districts.

GEORGE CUSHMAN stated that the Secretary of State has maps showing the split. George Cushman stated that he, himsefl, along with John Cushman and Marty Kain visited all precincts in Boston.

JOHN DONOVAN, JR. presented to the Board several requests for Registration of Voters to be approved by the Board.
Motion was made to accept these registration sites - Accepted and seconded.

GEORGE CUSHMAN informed all that he attended a training session at North Street for the upcoming Fire Drill to be held in City Hall on Tuesday, July 21st. George said that it was most important to assing any one who is working the vault on this day to remain in room 241 until the fire drill was over. He also asked that an Alternate Warden be appointed. Estrella White was appointed as the Alternate.

With reference to the Globe Article (copy in this office), George said that Employees found it offensive and they objected to the language used.

George submitted a memo to the Board from all Civil Service Employees in the Election Department regarding the Globe Article (copy in this office).
Motion was made to accept this memo - Accepted and Seconded.

Commissioner Fontanez replied that the Listing Board for FY/93 has zero funding and the Department was to provide a Jury List and Verification of Voters differently this year. I want to move the Department forward and, in this endeavor, I need the Managers. I am pleased with the work here, this is, all of you. Civil Service Employees need to be thanked. We have to move forward.

JOHN CUSHMAN: Expressed concerned with the installation of telephones for the State Primary. He feels that there should be a telephone installed at each polling location. He will be meet with telephone representatives in the very near future. He brought to the attention of the Board, the fact that long

distance calls are being made on these phones. A suggestion by the telephone company to use " a plan to protect on long distance calls".

Further, John informed the Board that he received a letter from Phyllis Adelberg from the Hebrew Rehabilitation Home, Ward 20, Precinct 1, requesting a date to be set forth for Voting by Absentee Ballot.

Commissioner Killilea said to set forth the Friday before the Primary for this purpose.

Commissioner Fontanez said to draft a letter to Phyllis Adelberg setting forth the Friday before the Primary.

Commissioner Killilea stated that he would draft this letter.

Commissioner Fontanez stated to include the November date also. Commissioner further stated that an opinion would be forthcoming after the meeting with the Law Department on Omitted Listings.

Motion to adjourn:

Attest:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

Boston

Memorandum

Date: July 15, 1992

To: Board of Election Commissioners

From: Veterans Civil Service Employees

Subject: BOSTON GLOBE ARTICLE

The Veteran Civil Service employees of the Boston Election Department were victims of an untruthful, unfair, insidious attack in last Friday's Boston Globe article. EVERYONE in this department understands how that situation evolved. There are those whose interests in their own self aggrandizement and self promotion created the problem. To shift blame for the unfortunate situation that now exists to this department is unconscionable. Our best advice, our cautions, our concerns and our vociferous warnings were ignored.

This is a Civil Service Department charged with the conduct of elections in the City of Boston. Our duties are clerly defined by law. The laws are explicit.

We are bombarded with efforts to mold this department into a new, unworkable, unmanageable entity which by necessity would be forced to cater to any and every self interest group which wants not <u>involvement</u> but <u>control</u> of the electoral process.

If the citizens of Boston seek change in the conduct of Elections, they should work to change the laws, not the Election Department.

Raymond L. Flynn
Mayor

City of Boston
Real Property
Department

Room 811
Boston City Hall
Boston, Massachusetts 02201
(617) 635-4105

Frank N. Jones
Commissioner

Marie A. Turley
Assistant Commissioner

PLEASE POST

TO: Jovita Fontanez, Election Dept.

FROM: Frank N. Jones, Commissioner

DATE: July 14, 1992

RE: City Hall Fire Drill

As a procedural follow-up to the recently concluded fire evacuation seminars conducted by the Boston Fire Department for City Hall fire wardens, Real Property and building security, in conjunction with BFD, have scheduled a fire drill for City Hall on **Tuesday, July 21, 1992 at 10:00 A.M.**

I am seeking your cooperation in order to prepare for a safe and quick evacuation of the building. Therefore, your attention to the following will, no doubt, enhance our overall efficiency during the drill:

- Remind departmental fire wardens to relay the location of the closest fire exit to all employees;
- Please appoint an alternate warden for your agency, as a back-up to the regular warden in the event of his or her absence;
- Departments that occupy multiple locations throughout the building should reaffirm that each of those divisions has a fire warden;
- Those agencies that interact with long lines of customers should prepare a plan that fairly accommodates these customers upon reentry;
- For purposes of evacuating persons with disabilities, those needing assistance should be brought to the freight elevator. BFD will then take over the evacuation.

Our goal is to completely empty the entire building in a timely fashion. After this is accomplished, BFD will give the all clear signal for reentry.

Once again, thank you for your patience and cooperation.

FNJ/ts/jr

cc: George Cushman, Fire Warden

IN BOARD 11:00 A.M. JULY, 24, 1992

PRESENT-All Commissioners

STAFF M. Boudreau, M. Kain, V.Cawley, John Donovan,Sr., John Donovan Jr., M. Barry, G. Cushman and J. Cushman.

COMMISSIONER FONTANEZ: Officially opened the meeting at 11:00 A.M.

Vinny Cawley: Presented memo to the Board(memo arrached). Memo consist of update as to conditions at Warehouse. Space may become available on lower ground floor and it is Mr. Cawley's feelings that we should make a bid for this space. This move would be extremely beneficial and would also eliminate the elevator problem. Commissioner Killilea will follow up as to this possibility assisted by Commissioner Sheppard.

Vinny Cawley further stated in response to memo from Commissioners that the City is all set back except for a few precincts. Further stated that the warehouse is running three weeks behind due to not having ballots. He expects to be able to start programming machines on July 29, 1992. He will need three people assigned to main office (McDermott, Perrault & Morrison) and will need to hire 3 additional employee's preferably people with previous experience.

Transportation: He has two vehicles that are operable at warehouse. Mr. Cawley uses 1 and the other is used by a team. He will need 2 additional vehicles (preferably vans) next week.

There is one van at warehouse that is not operable-can't get sticker--needs approximately $3000 worth of work.

Mr. Cawley stated that no vehicles are being taken home, all are parked at warehouse overnight.

Vehicle which is not operable will be turned in to disposal property.

COMMISSIONER FONTANEZ requested that Vinny inform us as to the legal way to dispose of this vehicle.

COMMISSIONER FONTANEZ stated that she will go upstairs to attempt to obtain vehicles for warehouse.

Mr. Cawley stated that he intends to start overtime next week.

Mr. Cawley stated that he will need 10 tables each with 5 chairs. If the precinct's are changed he will need 15 tables each with 5 chairs..

continued.....

POLLING LOCATION CHANGES (copy attached)

We will leave Ward 13, precincts 8 & 10 as is and we will request from the Office of the Secretary of State to use St. Williams School (not handicapped accessible) for the time being or until the renovations at school are completed.

Commissioner Sheppard motioned the Board to accept the Polling Location Changes as presented.
Commissioner Killilea seconded the motion and motion was accepted.

Mr. Cawley requested that he be allowed to convert Ward 21 from the use of Shoup Machines to AVM. Eventually he would like to convert the entire City to AVM. He desires to commence this project on Monday with either using our transportation contract which would cost approximately $5,000 or we could rent from Larkin (Ryder) for approximately $380.00 for the week and use our own staff.

Commissioner Fontanez stated that Mr. Cawley's presentation was well accepted and would be taken under advisement for review and decision would be made on Monday.

Commissioner Killilea motioned the Board to take this presentation under advisement with answer by Monday. Motion seconded by Commissioner Sheppard and accepted.

Mr. Cawley excused himself due to another committment and rrequested that he be provided a copy of the minutes.

John Donovan, Jr. - Presented petitions for Voter Registration for the Board's review and approval.

Commissioner Killilea motioned to accept the petitions as presented. Motion seconded and accepted.

Commissioner Killilea motioned the Board to amend the document which will become the Omitted List to re-instate identified voters under Chapter 51, Sections 37 & 38. Amendment to include individuals throughout the City (Names on file in-this office)
Commissioner Sheppard seconded the motion and it was accepted by the Board

Voter Registration: Schedule is available for Voter Registration throughout the City at Community Centers. This will start on Monday.

John Donovan SR. stated that Voter Registration has started to pick up from within the City and out of the City registrations.

Commissioner Fontanez stated that she has requested the law department to review the out of town registration in order for us to obtain a waiver from this process. Mimi Kelly is working on it. No mandate money is coming in, therefore we are looking for a waiver of these duties.

Voting List:
John Donovan Jr. stated thatdue to the delay in the O.L. situation we are extremely behind in the preparation for the 1st supp.
He anticipates that he will conduct the last training for deputies tentatively on July 30, 1992. He will do a combine group from Jamaica Plain and the Chinese Comm.

Mary Barry presented the payrolls for week of July 15 to 21st/92
Permanent-1401--------- $24,146.83
Emergency-1401-5------- $ 2191.00
Commissioner Sheppard motioned the Board to accept payrolls as presented
Motion seconded by Commissioner Killilea and accepted.

continued--------

Mary Barry - Payrolls 7/22 to 7/28/92.
Permanent - 1401 - $24,146.83
Emergency - 1401-5 $8,442.00

George Cushman for the record stated that the way the listing was done this year was a disaster and this being a 3 year contract that it should be changed very quickly.

Commissioner Fontanez stated that she is looking into this Listing Contract with the Law Department.

John Cushman-stated that Absentee Ballots are clearly marked 5/5A and 5/5B. Stated that there are approximately 102 different ballots. On Absentee Ballots he foresees major problems. Voters have requested ballots on applications dated back to January 92. Requested ballots for all elections in 1992. Voted per this request in the March Presidential Primaries. Now we find some of these people on the O.L.

Commissioner Killilea motioned the Board to re-instate these voters who fall in the category above. Motion seconded by Commissioner Sheppard and accepted.

George Cushman stated that the Board would be within the law to vote to re-instate voters who were at the address on January 1, 1992.

John Cushman requires the voting list to start the AV process.

RE: Ballot - SECRETARY OF STATE with name of Nelson Merced. Today's newspaper states that Mr. Merced's appeal was denied and that he is off the ballot.

John Cushman requested tha he be given a written report as to exactly what action he should take.

Commissioner Killilea motioned the Board to contact the office of the Secretary of State to get written clarification on absentee ballots and paper ballots regarding Nelson Merced. Commissioner Sheppard seconded the motion and accepted.

Attest:

Adjourn:

Everette Sheppard

Everette Sheppard, Secretary

IN BOARD CERTIFIED ON THIS DAY JULY 28, 1992

CONGRESSMAN 9th. DISTRICT

#774-908

CERTIFIED ON THIS DAY AUGUST 4, 1992

OFFICE OF PRESIDENT & VICE PRESIDENT

NATIONAL LAW PARTY

#1370-1448, 1450-1493, 1495-1551, 1553-1688, 1690-1737.

NEW ALLIANCE PARTY

#598-649, 723-768

SOCIALIST WORKERS PARTY

#909-1108

CERTIFIED ON THIS DAY AUGUST 11, 1992

LIBERTARIAN

#493-597, 718-722, 769-773

NEW ALLIANCE PARTY

#87-142, 437-466, 1951-1991

CONGRESSMAN - 9th. DISTRICT (Unenrolled)

#653-706, 1182-1212, 1826, 1213-1234, 2011-2049, 1947, 2050-2207, 2208-2289, 1418-1461, 1494, 1552, 1557, 1689

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

In Board 11:00 A.M. July 31,1992

Present: All Commissioners

Staff: John Cushman, V. Cawley, George Cushman, M. Barry, John Donovan Sr., Marie Boudreau and Estrella White

Commissioner Fontanez officially opened this meeting at 11:00 A.M.

Vinny Cawley - RE: Polling Location Changes

Ward 13, precincts 8 & 10 - He has been in contact with the owners of the building previously known at Community News Dealers. There is a possibility that we may use this building for the two precincts mentioned. He will have an answer on Monday or Tuesday.

If the answer is negative, there is another store on this same block we may be able to use for one precinct 13/10 and 13/8, if this is not possible, we could go to Auckland Street.

Ward 5, Precinct 3 - He visited the State House which is still under construction, however, H.P. door, Mt. Vernon Street Parking Lot - room straight ahead on the right (Senate Hearing Room) is not booked for these two dates. Mr. Cawley spoke with Superintendent of Buildings, David Balfour, also with Michael Ray, Sergant of Arms and booked this room for these two functions. Prior to finalizing this location a letter must be submitted to Senate President, William Bulger.

5/5 Absentee Ballots have been received with quite a few missing (?14). Ballots were printed for 5A and 5B. Vinny stated no one knows if others are being printed or how they are going to be printed.

George Cushman stated alterations are not necessary. George Cushman and Vinny Cawley will determine the number of machines to be used in 5/5 and 5/5A. Stated that August 17 is the deadline by Ballots to be delivered.

Reported that he picked up new van on Wednesday. Model is a Ford Van - 15 passenger and cost is 18,700 - 3 year lease. Van is currently at Transportation and Parking being labeled and he will pick it up on Monday.

Disabled van is parked at Warehouse and will speak to Transportation Monday on disposing. Commissioner Fontanez stated that she will submit a letter to Chuck Morelli requesting disposale.

C L License is not required (over 15 passengers requires C L License). Vinny to provide a copy of license of all operators.

Reported that 3 staff members from office reported to Warehouse on Wednesday. These three staff mambers will be doing four to five precincts per day programming machines.

Commissioner Killilea stated that he was contacted by City Officials as by a National Alumni Association requesting that we provide Voting Machines on August 14 for their convention to be held at the Marriot.

Commissioner Fontanez suggested that Commissioner Killilea further research specifics and return findings to Vinny in order to obtain cost.

Commissioner Killilea motioned Board on this matter. Motion seconded by Commissioner Sheppard and accepted.

Commissioner Sheppard motioned the Board to accept the minutes of July 24, 1992.

Commissioner Fontanez requested that we amend the paragraph stating that she will go upstairs to request vehicles. Paragraph should read that she will go to the Transportation Department and request vehicles from the Motor Pool. Commissioner Killilea seconded the motion will amendment and accepted.

Commissioner Arrigal has been working with Commissioner Killilea on obtaining waiver at the State House. Stated that he does not feel that they will allow waiver and feels Mr. Cawley has always done a good job.

Commissioner Fontanez stated that an Emergency to them is a building burning down the day prior to an election and does not expect waiver to be granted.

John Donovan Sr. - Presented Voter Registration petitions for approval. Commissioner Fontanez stated that we are doing Voter Registration "National Night Out", within City on August 4, 1992. Commissioner Sheppard motioned the Board to accept Voter Registration Petitions as presented. Motion seconded by Commissioner Killilea and accepted.

John Donovan Sr. - For the records stated that we have received 2,300 Nomination Petitions to be completed by 5 P.M. on August 18, 1992. None are Ward and Precinct and 99% are full papers. Further reported that Voter Registration is heavier than he has ever seen for a Primary. Ninety-five percent of the staff will be working on coding, key-punching, etc. Mr. Donovan again stressed none are Ward and Precinct. Reported that we are working on project on re-enumeration of O.L.'s, hopefully to start on Wednesday coming from Community Schools. This project will be to reduce the O.L.'s. Doris Gagnon is woking on the budget end of it.

George Cushman - RE: Nomination Petitions
Stated that O.T. should have started the day that the papers came in.

John Donovan Sr. - Update O.L.'s
5,000 have been returned as moved/unknown.
3,500 good cards have been returned.
Total of 8,500 returned as of yesterday out of over 50,000.

Presented a bunch of O.L.'s from 1991 postmark that were just delivered this week by post office. These voters must have encountered difficulties at the Polls in exercising their right to vote.

Estrella White questioned Mr. Donoban Sr. regarding Mrs. White being the only bi-lingual manager. It was her belief that she would be more beneficial on the streets in her Lieu of office. Mr. Donovan Sr. stated that we will need bi-lingual people on the street.

Commissioner Fontanez stated to Mrs. White that her point was well taken and said she would give it some thought. Requested Mr. Donovan Sr. do the same.

George Cushman - RE: 5/5 O.L.'s - recommended that a special effort be taken to clean out with fine tooth comb.

JOHN CUSHMAN: RE. TELEPHONES

1. Stated that he met with Tom Fitzgerald from M.I.S. and a couple of representatives from N.E. Telephone. Was informed that we may be able to use Phone Lines at Boston Public Schools at no cost to us.
2. Recommends that we pay a minimal monthly fee to have a long distance restriction as well as 3rd party calls, which have been a problem in the past, especially in the past year.
3. Would like to know how many phones we will have on the floor for Election Day. We had 75 last Presidential Election.
4. Do we want to add additional lines in lieu of givng out the telephone numbers of commissioners.
   Board agreed to place 55 information lines on floor for the Primary. Commissioners telephone numbers will not be given out with the understanding that Commissioners will answer their own phones on these election days.
   COMMISSIONER SHEPPARD motioned the Board to pay fee required to insure us against unauthorized calls. Motion seconded and accepted.

JOHN DONOVAN JR., stated that he has an inventory of 252 phones.

MR. CUSHMAN said that he would have telephones installed for push buttons, meaning that rotary telephones could be used on these lines.
We will possibly need additional telephones; However, lines at achools may come with phones. John Cushman will report on this later.
Again, calls that slip through due to someone having Commissioners telephone numbers-Commissioners will be expected to process these calls.

55 Phones on floor times two shifts = 110 volunteers.
JOHN CUSHMAN stated that special thought should go into how this will be handled as from past experience the volunteer situation is low.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting. Commissioner Arrigal seconded the motion and motion was accepted.

COMMISSIONER FONTANEZ stated that at a later date (soon): George Cushman, John Cushman and Marty Kain would do a presentation on re-districting.

Submitted to the Board for a vote on Ward Registration to start August 8th./92. (Schedule attached).

COMMISSIONER SHEPPARD motioned the Board to accept this Ward Registration as presented.
Motion seconded by Commissioner Arrigal and accepted.

GEORGE CUSHMAN : RE: Election Day Volunteers
Recommended that volunteers work 7 am to 2 pm shift, and pain help on the 2 pm to 8 pm shift.

Commissioner Fontanez stated that the request letter to the Personnel Director will reflect this change of requesting volunteers from 7 am to 2 pm only.

JOHN DONOVAN, SR. stated that we have received from Select Direct Marketing the first tape of the Voting List.

The Law Department has instructed us that we shall mail the printed O.L. cards. All cards will be at the Post Office by the days end on Monday coming.

John Donovan, Sr. further recommends that we assemble a task force of 50 to 60 people. 50 people at $7 per hour and 10 staff members from this office to enumerate 50,689 cards.

Commissioner Fontanez stated that she has been in contact with the powers upstairs, attempting to obtain funding for this project but no one is listening. Stressed to the Board how important this is...looking back to 1982 when a monitor was assigned to this department due to irregularities.

continued....

John Donovan, Sr. made it clear that Omitted Listing does not take away your right to vote.

This group of enumerators would work on a schedule Wednesday thru Sundays - $7 per hour with no overtime. We're looking at a time frame of 4 weeks or less and would work out of Community Schools. An example would be Ward 1: Would start at Umana School and move on to Charlestown, N. End and end at the Blackstone School.
Estimated cost of this project to be completed by Mrs. Barry and submitted to the Chair. This project of 5 teams across the City is recommended to start in the early part of next week.

Commissioner Fontanez stated it our intent to reduce this number of 50,689 Omitted Listing, to scrutinize the final product by going door to door.

Commissioner Sheppard motioned the Board to mail the Omitted Listing on Monday. Motion seconded by Commissioner Arrigal and accepted.

Commissioner Killilea asked if we do not go door to door, will it make a difference?

John Donovan, Sr. answered that if we don't do this, I think that voters will have to go through all kinds of problems on Election Days to exercise their rights to vote and this could cause embarrassment to this administration but mosely to the Board.

Commissioner Fontanez stated that she would take John Donovan, Sr's plan under advisement.

Commissioner Killilea motioned to adjourn. Seconded by Commissioner Arrigal and accepted.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

BOARD OF ELECTION COMMISSIONERS

WARD REGISTRATION TO BE HELD ON THE FOLLOWING DATES

August 8th. (Saturday) ----------9 A.M. to 5 P.M.
August 10th. thru August 14th.(Mon. thru Fri.) 6 P.M. to 9 P.M.
August 15th. (Saturday)---------- 9 A.M. to 5 P.M.
August 17th. (Monday)---------- 6 P.M. to 9 P.M.
August 18th. (Tuesday)---LAST DAY---------- 6 P.M. to 10 P.M.

DATES	WARD	LOCATION
Aug. 8,10,11,12,13,14,15,17 & 18	1	Fire Station, 239 Sumner Street, East Boston
Aug. 8,10,11,12,13,14,15,17 & 18	2	Fire Station, 525 Bunker Hill & Main Street
Aug. 8,10,11,12,13,14,15 17 & 18	3	Fire Station, 392 Hanover Street, N. End
Aug. 8,10,11,12,13,14,15,17 & 18	4	Fire Station, 200 Columbus Avenue
Aug. 8,10,11,12,13,14,15,17 & 18	5	Fire Station, 941 Boylston Street
Aug. 8,10,11,12,13,14,15,17 & 18	6	Fire Station, 272 D Street, South Boston
Aug. 8,10,11,12,13,14,15,17 & 18	7	Fire Station, "K" & 4th. Streets
Aug. 8,10,11,12,13,14,15,17 & 18	8	Fire Station, 618 Harrison Avenue
Aug. 8,10,11,12,13,14,15,17 & 18	9	Fire Station, 700 Tremont St., (corner Concord St.)
Aug. 8,10,11,12,13,14,15,17 & 18	10	Levinson Towers, 835 Huntington Avenue
Aug. 8,10,11,12,13,14,15,17 & 18	11	Fire Station, 1870 Columbus Avenue
Aug. 8,10,11,12,13,14,15,17 & 18	12	Twelfth Baptist Church, 150 Warren Street
Aug. 8,10,11,12,13,14,15,17 & 18	13	Fire Station, 975 Blue Hill Avenue
Aug. 8,10,11,12,13,14,15,17 & 18	14	Fire Station, 641 Columbia Road
Aug. 8,10,11,12,13,14,15,17 & 18	15	Fire Station, 7 Parish Street
Aug. 8,10,11,12,13,14,15,17 & 18	16	Fire Station, 301 Neponset Avenue
Aug. 8,10,11,12,13,14,15,17 & 18	17	Fire Station, 9 Gallivan Blvd.
Aug. 8,10,11,12,13,14,15,17 & 18	18	Hyde Park Municipal Bldg., 1179 River Street
Aug. 8,10,11,12,13,14,15,17 & 18	19	Fire Station, 746 Centre Street
Aug. 8,10,11,12,13,14,15,17 & 18	19	Roslindale Municipal Bldg., 6 Cummins Hwy.
Aug. 8,10,11,12,13,14,15,17 & 18	20	Fire Station, 1940 Centre Street
Aug. 8,10,11,12,13,14,15,17 & 18	21	Fire Station, Union Square, 460 Cambridge Street
Aug. 8,10,11,12,13,14,15,17 & 18	22	Fire Station, Oak Square, 425 Faneuil Street

MAIN OFFICE AT CITY HALL - ROOM 241 - WILL BE OPEN ON THESE DATES FROM
9 A.M. to 9 P.M. (Except Saturdays - 9 A.M. to 5 P.M.).
LAST DAY OPEN UNTIL 10 P.M.

MEMORANDUM

TO: Board of Election Commissioners

FROM: Vin Cawley

SUBJECT: Frontage Road Warehouse conditions

DATE: July 24, 1992

The physical condition of the warehouse at Frontage Road is continually deteriorating. We have an ongoing problem of asbestos falling from the ceiling. A temporary solution of installing a suspended ceiling over half the area was done a few years ago, but that was only cosmetic and the problem continues.

There is a normal amount of settling of the building. However, were located on the second floor and the excessive weight of our voting machines is causing some structural problems. We have large cracks across the floor that keep getting worse. We anticipated these problems before and is why we established two satellite warehouses at the Lyndon and Brighton High Schools. This helped but has not eliminated our problem. For reasons beyond our control, we are constantly increasing the number of machines stored at Frontage Road.

Being located on the second floor makes us dependent on the freight elevator for shipment of the machines at election time. Although we have managed to keep it running, we could be in serious trouble if it breaks down the week before an election.

The facilities Manager has made several inspections with structural Engineers and is also concerned with this situation. I'm bringing this to your attention now because I've heard that some space on the ground floor will be available soon. This is where we belong. Not only would we eliminate the weight problem, but we would not be so dependent on the use of the freight elevator.

I recommend that the Board contact Public Facilities and formally request that we be allowed to take over this ground floor area as soon as possible.

IN BOARD 11:00 A.M. AUGUST 7, 1992

Present: Commissioners Killilea, Sheppard & Arrigal (Commissioner Fontanez is currently at an outside meeting).

Staff: John Cushman, George Cushman, M. Boudreau, E. White, Vinny Cawley, Martin Kain, John Donovan, Sr., John Donovan, Jr. & M. Barry.

In the absence of Commissioner Fontanez, Commissioner James Killilea Chaired and officially opened this meeting at 11:00 A.M.

COMMISSIONER KILLILEA requested that we address Marty Kain first because as we speak, Mr. Kain has election officers awaiting him at the front counter.

Marty Kain reported that as of today he had notified 726 Election Officers of which 526 appeared. 214 to date have not responded.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous week.

Commissioner Killilea stated that in the paragraph under "Polling Location", that we correct the name Ray to correct spelling of RAE. With this correction, Commissioner Killilea seconded the motion and motion was accepted.

JOHN DONOVAN, SR. Stated that he gave the Chairwoman a memo with copies to all Commissioners. The memo states that the O.L. re-verification is in action with 5 teams throughout the City . All teams have turned in work - time will tell the outcome.

Commissioner Killilea asked John Donovan, Sr. if we had any problems with petitions not being exact copies? Mr. Donovan, Sr. responded, "NO", and added that the problem is the lack of Ward & Precicnt's on papers. Informed the Board that hie is in need of additonal staff. Also stated that Voter Registration is heavy, said he counted 16 people who registered within the last hour. Finds this number to be heavy giving that it's August 7th. and not even lunch hour.

VINNY CAWLEY Stated that machines in Wards 1 thru 5 have been programmed.

Commissioner Killilea requested suggestions from Mr. Cawley as to the special outside election that the Board voted to approve last week. Mr. Cawley stated that the woman called him but he did not return the call due to the fact that he has been instructed by the Chair that he does not conduct outside elections and that the Board makes these decision.

Commissioner Sheppard requested (for the records) that the Chair makes the decision.

Vinny stated that it is anticipated that 600 to 700 would vote on August 15 or 16. It appears that all is far from being organized at this time. Commissioner Sheppard that when a vote by the Board was taken it was with the understanding that all would be in order.

Commissioner Killilea stated that since we voted to conduct this election, we have a committment and ask the Board if it would be alright if we authorize Mr. Cawley to conduct this election with the understanding that we would appreciate his service.

Commissioner Sheppard motioned the Board to authorize Mr. Cawley to contact this organization and obtain all specifics and to choose a staff to conduct this election. Commissioner Arrigal second the motion and accepted.

Mr. Cawley stated that he has never charged for the use of Election Department machines but believes that staff should be paid union wages.

MARY BARRY -Payrolls --Week of July 29 to August 4, 1992

Permanent -------1401 -------$24,518.16

Emergency ------ 1401-5 -----$ 7,728.00

COMMISSIONER KILLILEA motioned the Board to accept payrolls as presented. Motion seconded by Commissioner Sheppard and accepted.

GEORGE CUSHMAN RE: Ward 5, Precinct 5

Recommended to the Board that re-verification of this precinct should be doubled and tripled check. Stressed the importance of doing an accurate reverification in this precinct.

John Donovan, Sr. responded that every precinct shouod be done accurately to avoid calls from irate voters from every area within the city - many of these calls have been directed to our office this morning - voters have been referring to an article in today's Herald American and angrily request answers as to why they have been taken of the Voter List?

Commissioner Killilea suggested to George Cushman that he bring this situation up next week - after we have reviewed the work completed in Ward 5, Precinct 5.

JOHN DONOVAN, JR. - Presented Voter Registration Petitions for the Board's approval. Further stated that we have 1 request under 51-26 _Unity Day at Orient Heights Project in East Boston on Saturday. After the Board reviewed all petitions - Commissioner Sheppard motioned the Board to accept these petitions as presented. Motion seconded by Commissioner Aggiral and accpeted.

JOHN DONOVAN, JR. further requested the Board to grant a request under 51-26 to Joe Heisler who called yesterday (deadline) and Mr. Donovan, Jr. was too busy to accept his call and therefore was unable to inform Mr. Heisler that this day was the deadline.

Motion so made to grant the Voter Registration by Commissioner, seconded and accepted.

COMMISSIONER SHEPPARD requested a list of actual numbers of Voter who register at these sites. John Donovan, Jr. said that he has this information available and would provide the numbers to Commissioner Sheppard.

JOHN CUSHMAN - RE: Absentee Ballots

Informed all of a correction from last weeks meeting. There are 92 ballots (not 102).
Out of the 92 - we have received 72
Out of the 72 - 12 have errors and cannot be used.
This situation of errors is not a first - every year we have problems but this year it appears to be worst. Errors in spelling of names is also a major problem. These errors are holding up an already tight schedule. Mock ballots were never delivered this year.

John Cushman stated he understands we are swamped with work in all sections of the Department, however, he still must request additional help immediately or ASAP. Also he has not received the Voter List, which John Donovan, Sr. states he should get on Monday.
Commissioner Killilea suggested that upon the arrival of the Chair this afternoon we will bring this situation to her attention.

COMMISSIONER SHEPPARD RE: INSUFFICIENT BUDGET AND UNDER STAFFED.
Inquiry directed to Mary Barry. During major problems as we're currently face, could the three commissioners request monies from upstairs. In other words can the three commissioners over ride the Chair to assure compliance for the department?

Mary Barry answered that at this time she has advised the Chair to spend money as needed and that once we run out a supplementary will have to be given.

Board Meeting -- August 7, 1992

John Donovan, Sr. stated that Absentees requires staff that does not have to have a degree, however, one does need to really understand the process. John Cushman stated that under the court decree we nust assign people who are dedicated to the task - not 20 minutes here and there.

COMMISSIONER KILLILEA suggested that John Cushman prepare a memo to the Chair. John Cushman stated that he has in the past presented many memos which are a waste of time. Again, Commissioner Killilea stated that Commissioners will sit with Commissioner Fontanez regarding John Cushmans and John Donovan Sr. need for additional staffing. John Donovan, Sr. stressed that we do not want to fall in the same situation as we did in 1982.
John Cushman stated that to start he needs a staff of 5 to start in the early part of next week. John Donovan, Sr. needs an additional 6 employees on the floor.

Mr Cawley stated that his staff is not working the weekend, he will ask his staff if they wish to work in the main office, also they are available after 3 PM on weekdays.

JOHN CUSHMAN also expressed concerns on staffing for the phones on the floor on election day. He would like to see an action plan as we do tend to have problems with recruiting of volunteers.

Commissioner Sheppard again asked why we cannot go to Budget and request what we need to assure that we can have monies needed to do a good job. Mary Barry stated we have the monies t carry us through the Primary. Budget Department should be made aware that we are spending monies as needed and we will require additional monies in the near future.

GEORGE CUSHMAN RE: ARTICLE IN TODAYS HERALD AMERICAN points to the election department only and not to the Budget Department which he feels is very wrong.

COMMISSIONER KILLILEA motioned the Board to adjourn. Motion seconded and accepted.

Attest:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

PRESENT: All Commissioners

STAFF: V. Cawley, M. Boudreau, Mary Barry, John Cushman, Geroge Cushman, John Donovan, Sr., John Donovan, Jr., Marty Kain & Estrella White.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M. and stated that she would like to open this meeting with a brief statement: Stated that we have a lot of work ahead of us and regarding the bad hits on the newspaper the goals should be -

1). to turn the misconceptions and is asking for our help to keep the department problems to be worked out within the department. We are currently running behind, due to redistricting and the listing situation. The ballot strips are late and a mess, numerous resources are needed. Commissioner Fontanez requested that the Commissioners vote to hire a coordinator to assist us on a contract.

COMMISSIONER KILLLILEA motioned the Board to vote to enter into an employment contract with Rina Cutler for a period of up to 70 days for a sum not to exceed $17,750 to provide administrative support to prepare for the 1992 Elections and to produce the most accurate Listing and Voter Roll possible.

Commissioner Sheppard second the motion and motion was accepted.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting.
Commissioner Arrigal second the motion and motion was accepted.

COMMISSIONER KILLILEA stated that he met with a staff member of Mandated Cost and was informed that the intent was to move fast to obtain mandated cost for redistricting. Commissioner Killilea requested that our staff involved privide him the estimated cost as soon as possible i.e. John, George Cushman & Marty Kain - mapping cost, Marty Kain - election officers. V. Cawley - voting machines for extra precincts, ballot boxes and any additional cost. John Sr. to provide cost for mailing, additional cost for voter list, tables, chairs, police officers, telephones etc.

JOHN DONOVAN, SR. Reported that Listing outside operations is going pretty good (Wednesday thru Sunday). Teams are getting good cooperation and finding around 60%.

Nomination papers - confident that we will meet Tuesdays' deadline.

Recommends to the Board that we expand our 3 year OL to a 4 year OL. This would accommodate voters who vote only in a four year cycle (Presidential Elections) and would assure that these voters be allowed to vote with the least amount of problems.

COMMISSIONER SHEPPARD motioned the Board to accept John Donovans recommendation to make available a 4 year OL. Motion was seconded by Commissioner Arrigal and accepted.

VINNY CAWLEY presented for the Boards review, the break down of machines to be used in September.
Vinny further requested to start overtime at the warehouse tomorrow, this will continue every Saturday and 4 hours nightly.

Commissioner Arrigal motioned the Board to approve Mr. Cawleys request to start OT and to continue every Saturday and 4 hours nightly.

Commissioner Killilea second the motion and motion was accepted.

Furniture at Polling Locations will be delivered on the Saturday and Sunday the weekend prior to the Election.

Mr Cawley stated that he is in need of an additional van when the three teams

continued.....

go out.
Commissioner Fontanez requested that Mary Barry draft a letter to Chuck Morelli requesitng that he evaluate our disable van and make recommendation as to disposing or fixing.

MARY BARRY Payrolls 8/5/92 - 8/11/92

Permanent ---- 1401 --- $23,882.01
Emergency ---- 1401-5 -- 5,984.00

Commissioner Killilea motioned the Board to accept payrolls as presented. Motion was seconded by Commissioner Sheppard and accepted.

JOHN DONOVAN, JR. presented 4 Voter Registration Petitions under 51-42B - these registrations are not for the Primary Election. Further reported that the BHA will be conducting a Health Fair starting today and every Friday unitl late September and has requested Voter Registration under 51-26.

Commissioner Killilea questioned on of the request, "Metropolitan Club", his question being is it our intent to conduct Voter Registration in a private Club? Commissioner Fontanez responded that this location has been done in the past and is usually done outside at the corner of Steward Street and in not limited to members only.

Commissioner Killilea motioned the Board to grant these voter registrations, motion seconded by Commissioner Arrigal and accepted.

Marty Kain reported that he has contacted 1,017 Election Officers and all have appeared except 185. Mr. Kain anticipates to hearing from all of them next week.

RE: Training - he is in the process of making phone calls to schedule a training room. Has manual on policy for OL to be given os that training policy on Ol's will be uniform throughout the City.

John Donovan, Sr. stated that we place a special emphasis on O.L's since this is the largest election (presidential). Commissioner Fontanez stated that we will attempt to accommodate whatever is needed to assure a smooth outcome.

COMMISSIONER FONTANEZ presented for the Boards approval:

1). V.I.P. (schedule attached)
2). Poll Checkers allowed.

Commissioner Sheppard motioned the Board to accept the VIP schedule and the request for Poll Checkers. Commissioner Killilea will draw up a format letter for Poll Checkers, keeping in mind space availability, candidate provide own chair and instruct the warden that these checkers are in no way to interfere with the electoral process.

JOHN CUSHMAN RE: Absentee Voting

a). To speak with Mr. Cawley on telephone package
b). Is awaiting for written instructions as to what to do with incorrect ballots as the pile is getting higher and taking up a lot of needed space.
c). Reported that he is still without adequate staff. Has requested the need for staff out loud and in writing and feels that he is not being listened to or not being taken serious. Again stated that he cannot do this complex task without the proper resources and ask if the Board wishes to appoint someone else to over see the A.V's that he has other things he could be doing.

Commissioner Sheppard stated that at last weeks meeting the Board agreed to give John 5 people who will be available to him through the November election. Absentee is a very detailed and important project. Commissioner Fontanez stated that we did indeed hear Johns cry for staff and will be reviewing resources.

continued.....

IN BOARD _ AUGUST 14, 1992

Commissioner Sheppard stated that what he is hearing is that we do not have enough staff available to perform the job. Commissioner Sheppard recommends that we hire additional staff.

John Donovan, Sr. stated that he will assign Estrella White, Tom Strachan and Joe Hanlon when he returns from Listing. Johh Sr. stated that August 31st. is his deadline for his outside O.L. project. Also on Monday he can take Donald Caulfield off the phones and assign him to the Absentee section. All these staff members are experienced with the Absentee process.

John Cushman requested that the Commissioners notify him if any of these people are pulled from the absentee section for any reason.

Again, John Cushman emphasized that all is running late and he does expect problems.

Commissioner Fontanez emphasized that Johns request of last week was taken very serious and thanks John for all of his concerns.

MARIE BOUDREAU reported that we have received verbal confirmation for the use of the State House as a polling location for 5/3 (Hearing Rooms B1 & B2) have been reserved. Per Mr. Cawley we need only room B1 and Marie Boudreau asked and was given authorization by the Board to inform the Superintendent of Buildings for the State House that we will not require the need of Room B2. Further requested the Boards permission to release to the printing plant the proof to go ahead and print the Polling location books even though all return agreements have not been finalized. Permission was so granted.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

Gen 26

CITY OF BOSTON AND COUNTY OF SUFFOLK

DEPARTMENTAL COMMUNICATION

August 21, 19 92

	(NAME)	(RATING)	(DEPARTMENT-DIVISION)
TO	All Employees		Election
FROM	Jovita Fontanez	Chairwoman	Election

SUBJECT: Extended Hours for Voting in Person (Absentee Ballot)

FILE REF. NO.

This office will be open for the purpose of voting in person on the following dates and hours:

8 A. M. to 7 P. M. - Monday thru Friday

August 24 thru August 28

August 31 thru September 4

September 8 thru September 11

9 A. M. to 2 P. M. - Saturdays

August 29

September 5

September 12

September 14, 12 o'clock noon, the last time to vote by Absentee Ballot

IN BOARD CERTIFIED ON THIS DAY AUGUST 17, 1992

Congressman 8th. District (Unenrolled)

#1826, 1994

President - Natural Law Party

#1109-1181, 1738-2006

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. AUGUST 21, 1992

PRESENT: ALL COMMISSIONERS

STAFF: VINNY CAWELY, MARY BARRY, MARIE BOUDREAU, ESTRELLA WHITE, JOHN CUSHMAN, GEORGE CUSHMAN, JOHN DONOVAN, SR., JOHN DONOVAN, JR., MARTY KAIN & RINA CUTLER.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M. and began this meeting by introducing Rina Cutler to all present.

RE: Minutes - dated August 14, 1992 - corrections:

page 2 - under John Donovan, Jr. correct spelling of Steward Street to read "STUART", on same paragraph to read is not limited to members only.

MARTY KAIN - Last paragraph to read smooth election outcome.

COMMISSIONER KILLILEA motioned the Board to accept amended & corrected minutes of August 14, 1992. Motion seconded by Commissioner Arrigal and accepted.

COMMISSIONER KILIILEA - Presented a proposal in accordance with M.G.L. Proposal is as follows:

The omitted voters list is comprised from the work of the enumerators compiled during the months of January and February. To be eligible to have voted for the Presidential Primaries of March 10, 1992, voters must have been enrolled no later than February 11, 1992. Therefore, the Board has positive proof that these persons who voted in March were residents and voters at that address in February of 1992. The Board has the authority maybe even the duty to reinstate any and all of the people to the current annual registrar. We know that virtually everyone who voted in the Presidential Primaries will vote in the Presidential Election. I propose that the Board examine that list of persons who voted in the March Presidential Primary and if there are people who voted in the Presidential Primary and are currently on the omitted voters list, then the Board can reinstate them under Chapter 51, Section 35 states as follows "....registrar shall compare all omitted listings with the annual registrar of voters for the preceeding year, and if it appears to their satisfaction that any of said omitted listings is that of a person entitled to vote in such preceeding year they shall at anytime up to and including the day of the next primary or election.

After much discussion as to this matter and work involved, it was decided that it was a good idea.

COMMISSIONER SHEPPARD motioned the Board to accept this proposal, motion seconded by Commissioner Arrigal and accepted.

Commissioner Fontanez stated that after this meeting Rina Cutler will meet with John Donovan, Sr. to further discuss issues.

COMMISSIONER KILLILEA RE: Mandated Cost - Seperation of Precincts.

Has received cost from Vinny Cawley. Total cost to date received is better that $16,000. Commissioner Killilea stated that this appropriation should be continued yearly. Secretary of State has originally stated that they would supply ballots boxes and now has informed us that we must provide our own. We will need additional ballot boxes for hidden precincts.

Rina Cutler suggested that we meet in a small group to study this cost.

Commissioner Fontanez stated that this suggested meeting would take place on Monday coming at 1 P.M. in the office of Commissioner Killilea.

IN BOARD -- August 21, 1992

COMMISSIONER KILLILEA RE: Small article in this weeks newspaper referring to Election Department employee Joseph Sablone a veteran of this department who at a Voter Registration Session was quoted as making a comment regarding the lack of attractive candidates. Commissioner Killilea stated that perhaps we should request that Mr. Sablone refrain from making comments (personal views) at paid Voter Registration Sessions.

Regarding Catherine Clark Apartments as polling location. Mr. Cawley stated that the law department is holding up our getting approval. Commissioner Fontanez stated that she will check with MiMi Kelly this afternoon on this issue.

RINA CUTLER RE: Voter List & Omitted Listing

Stated that she will try to meet with senior managers and hopes to have a written report at the next board meeting or within 2 weeks.
Stated that after O.L. verification project is complete and that the O.L. list is smaller, she hopes to set up a Hot Line or Phone Bank to attempt to identify other voters. John Cushman informed Rina Cutler that he is currently having lines installed on the floor for election day and could possibly move up installation to accommodate this phone bank (nights & weekends).

Stated that the problems we are currently encountering could possibly have been avoided if employees and Commissioners had been more involved in the front end of the contract for the Omitted List and that their input should have been taken seriously. Our goals should be to reassure ourselves that we will conduct quality elections.

Commissioner Fontanez commented on Rina Cutler's concerns: that we did have meetings, however, we welcome Ms. Cutler here for three months and we should feel comfortable working with her and whatever did not work before we will re-evaluate for the good of the department.

JOHN DONOVAN, SR.- commented that we can work very well if we have the proper tools.

Further stated that the outside listing project is to be completed by August 31, 1992. His feelings are that a good job is being accomplished on the outside. The returns at present are slowing down due to certain areas of which access is more difficult.

RE: Petrucelly & Nadler letter - A letter is to be drawn and passed by the Law Department for reviewing prior to hand delivering - we had used the most current list.

GEORGE CUSHMAN RE: BHA LIST

List consisted:

a). Alpha by developement
b). Alpha City Wide

His feelings are that this was the best BHA list ever received and most useful.

Commissioner Fontanez requested the names of all responsible in providing this list in order to send each a thank you.

JOHN DONOVAN, SR. Reported that Voter Registration was not as heavy as anticipated. Stated that all are in need of coding and to be placed on line also O.L. returns are entered into the system on a daily basis.

Voter Registration from June 1, 1992 to August 18, 1992 totalled approximatley 7,500.

RINA CUTLER stated that after the Primary we will focus on voter registration. 7,500 is low. Lack of resources has not allowed us to do the necessary registration.

IN BOARD -- August 21, 1992

GEORGE CUSHMAN stated that this department should hire provisional employees as has been past practice not just $7.00 per hour employees. George Cushman further stated that the budget department took away our best tool - 7 years ago we were allocated more money.

Rina Cutler reinforced prior comment that this is a Presidential Election and her action plan is to obtain more resources .

George Cushman again commented - given the tools this department is very capable.

VINNY CAWLEY Presented the precincts completed - 92 to date.

Will get together with George Cushman regarding the hidden precincts.
Has given Commissioner Killilea mandated cost for Voting Machine Division.
On hidden precincts - George Cushman stated that if worst gets to worst we can change the numbers on the strips.

JOHN CUSHMAN stated that they may start checking telephones on Monday.
Centrex system is already in Public Building (new program) and we may be able to access these phones for the election.

MARY BARRY Presented payrolls for 8/12/92-8/18/92:

Permanent ------- 1401 ---------$24,463.35
Emergency ------- 1401-5 --------20,055.00

Stated that summer interns will be going off the payroll on August 28, 1992.

Commissioner Killilea motioned the Board to accept the payrolls, motion seconded by Commissioner Killilea and accepted.

GEORGE CUSHMAN stated that we have never had a better opportunity to request the resources necessary.

COMMISSIONER KILLILEA stated that the administration is looking for Voter Registration and we must inform them that this requires money.

JOHN CUSHMAN stated:

1). That we have received additonal phones.
2). Secretary of State's Office has informed Mary Barry that they will be coming to pick up the incorrect ballots.
3). Harry Petrucci (Office of the Secretary of State) has informed this office that we may get names of hidden precincts next week. Currently they are being reviewed.

ABSENTEE VOTING - Expressed thanks to John Donovan, SR. or staff. Stated that a great deal of work is being accomplished and it appears that the confusion stage is past. They have processed 825 applications as of last night and have mailed out over 600 ballots.

JOHN DONOVAN, JR. Presented Petitions for Voter Registration.

Three under 51-21 with remainder under 51-42B. One of the request is for the festival on August 29, 1992. This request has already been approved by another group's request. John Jr. will give them the name of other group and suggest that they get together.
John Donovan, Jr. stated that he called the Metropolitan Health Club and call has not been returned.The intent of the call was to inform them to move this registration up to the front of the building in order to be open to the public. John Jr. informed all petitioners that voter registration must be open to the public.
Further informed the Board that he is extremely behind with work in the vault. All will be fine but must dedicate much more time on the vault duties.

IN BOARD - August 21, 1992

MARTIN KAIN RE: ELECTION OFFICERS

Has contacted 1,117 officers - 894 have come in and hopefully 123 are on their way.

Presently concentrating on training with wardens/clerks.
Looking at last day of August and first week of September.

Will inform Super Wardens of State Training Session, September 3rd./92 - 10:00 A.M. to 2:00 P.M. at Archives. They will be paid for this training instead of coming to our training.

Commissioner Sheppard motioned the Board to conduct training as presented by Mr. Kain. Motion was seconded and accepted.

JOHN CUSHMAN RE: VOLUNTEERS FOR ELECTION DAY PHONE BANK

Presented his concerns to Board and Rina Cutler. Expressed that we needed additional volunteers to total 130 people - 60 per shift.

Past experience has indicated that we cannot depend on volunteers. Rina Cutler said she would sit with John Cushman and review this issue.

Commissioner Fontanez stated that with luck - hopefully, things will be different for this election.

COMMISSIONER KILLILEA motioned to adjourn. Motion seconded and accepted.

ADJOURN: ATTEST:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. AUGUST 28, 1992

PRESENT: ALL COMMISSIONERS
STAFF: M. Boudreau, E. White, J. Cushman, M. Kain, G. Cushman, V. Cawley, J. Donovan, Sr., J. Donovan, JR. & Rina Cutler.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

VINNY CAWLEY - presented chart of update of progress at warehouse.

To date, 166 precincts have been completed and work is proceeding on schedule.

Mr. Cawley requested to the Board as to why the warehouse staff had not been requested to work overtime in the central office last Sunday and this coming Sunday. His staff are registrars. John Donovan, Sr. responded that he has sufficient staff from within this office to perform work required. When and if the need arises he will request assistant from the warehouse staff.

GEORGE CUSHMAN stated that Harry Petrucci from the Office of the Secretary of State requested an answer today as to how we are going to handle the hidden precincts.

5/5A & 5/5B - split precincts will each have a full staff.

One additional machine will be set up in the hidden precincts to accommodate both Democrats and Republicans.

One additional ballot box will be needed for each hidden precinct.

George Cushman suggested that we should hire an additional inspector in each of the hidden precincts.

Mary Barry to follow-up this situation with George to assure that the Office of the Secretary of State receives the answer to their request by Monday.

Candidate Joe Heisler's address on the ballot is listed at 33 Harrison Avenue which is in error and should read 33 HARRISON STREET (Ward 19, precinct 13).

George Cushman suggested that we should take the necessary steps to assure correction since we have the opportunity to make the corrections.

COMMISSIONER KILLILEA motioned the Board to instruct Vinny Cawley to take the necessary steps to assure that this correction is made. Motion seconded by Commissioner Arrigal and accepted.

John Cushman stated that five (5) absentee ballots have been mailed with the Harrison Avenue address.

MARTY KAIN - Election Officers

Out of 1017, 947 have reported - 70 to be contacted or replaced.

Training schedule attached to include training at Archives given by the Office of the Secretary of the State.

Commissioner Killilea suggested that no first time workers attend the Archives training as it may be too involved and confusing - our training will be more beneficial to new election officers.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the the previous meeting. Motion seconded by Commissioner Killilea and accepted.

COMMISSIONER SHEPPARD - for the records stated that in the contents of the letter to the law department from Councillor Kelly with copies to all Board Members referenced was made that a letter had been submitted to him from Barbara Gottschalk informing him that the Listing has been $0 funded. This information is incorrect - this information was never received by Commissioner Sheppard.

COMMISSIONER KILLILEA for the records regarding August 26, 1992 Globe Article (Memo to the Law Department is attached - regarding this Globe Article).

Commissioner Killilea stated that Attorney Burt Nadler did not specify in his request the review of the Congressional Papers, however, we gave Congressional review anyway.

RINA CUTLER Presented Board with Memorandum - Up-Date on LISTING PROGRESS(attached).

After much discussion it was decided that the Board would accept this report as a draft and bring it up again at the next meeting. Draft has many inaccuracies. Rina will sit with staff for review.

George Cushman stated that the recent press reports were very unfair to this department in many ways. It appears that an attempt was made to avoid the entire listing process from within the building and not from the Election Department.

JOHN F. DONOVAN, JR. Presented to the Board petitions for Voter Registrations:

Top portion as presented in accordance with 51-42B
Bottom portion as presented in accordance with 51-46

Commissioner Sheppard motioned the Board to accept these petitions as presented by John Donovan, Jr. Motion seconded by Commissioner Killile and accepted.

John Donovan, Jr. further stated that he informed the petitioners of the Metropolitan Health Club that they must conduct their registration in the front of the building to accommodate the public.

Request for Deuputization - Will conduct a tentative date for training on Thursday, September 3rd. from 3 PM to 5 PM or 6 PM until completed and another training after the primaries. Location to be determined.

Reported that some people are on list as having been deputized but have never done a registration.

JOHN F. DONOVAN, SR. Registered Voters

1991 _ Preliminary - 216 thousand and some odd registered voters.
As of this date we have 212,917. We anticipate on having the same number of registered voters as in 1991, the reason is the voter registrations in this office, the field voter registrations and the field O.L. project restored approxiamtely 20,000 O.L's. Reported to the Board that we should be in good shape for the Election.

MARY BARRY PAYROLLS: 8/19/92 to 8/25/93

Permanent ----- 1401--------$24,825.44
Emergency ------1401-5------$30,673.51 (included Ward Registration)

COMMISSIONER KILLILEA motioned the Board to accept the payrolls as presented. Motion seconded by Commissioner Sheppard and accepted.

JOHN CUSHMAN - Absentee Voting

To date mailed 1505 ballots. Also mailed 250 letters to voters requesting more information in order to process AV.
Sent ballots to people who voted in March - some have been returned as deceased or unknown.

He has received word that someone will be here today to pick-up incorrect ballots that are in the vault.

Warehouse division is currently checking telephones.
He has given telephone company update of Polling location changes.

BOARD MEETING _ August 28, 1992

Nelson Merced will be running on stickers

Estrella White will have a Spanish Hot Line. The number will be given to the City Hall operators a few days prior to the election.

Additional hunting lines will be added (total 65) to avoid giving out the Commissioners lines. Commissioners will answer their own lines on Election Days.

John Donovan, Jr. suggested that additional hunting lines should be placed at warehouse on election day for machine breakdowns and hire additional staff to man these phones.

Board accepted this suggestion.

RINA CUTLER - RE: Volunteers

Recommends that we keep in mind all bodies that we can recruit to man the central office phone bank on election day.

COMMISSIONER SHEPPARD MOTIONED TO ADJOURN, SECONDED AND ACCEPTED.

ADJOURN: ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

1 - 11 + 21

12 - 20 + 22

SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	AUGUST 31 WD. 1, 2, 3 2:00 } BCC 6:00 } 60	1 BOSTON CITY COUNCIL WD. 4, 5 2:00 } 6:00 } 45 Cheetahs	2 LONDON SCHOOL WD. 6, 7 6:00 } 40	3 First Quarter STATE ARCHIVES 10:00 - 2:00 CITY COUNCIL 6:00 P.H. WD. 8, 9, 10	4 BOSTON CITY COUNCIL WD. 11, 21 2:00 6:00 } 55	5 BOSTON CITY COUNCIL WD. 12, 13 10:00 2:00 } 45
6	7 Labor Day	8 BOSTON CITY COUNCIL WD. 14, 15 2:00 6:00 } 40	9 WEST ROXBURY LIBRARY WD. 19, 20 6:00 } 70	10 BOSTON CITY COUNCIL WD. 16, 17 2:00 6:00 } 55	11 BOSTON CITY COUNCIL WD. 18 2:00 6:00 } 50	12 Full Moon BOSTON CITY COUNCIL WD. 22 10:00 2:00 } 30 Lions
13 Grandparent's Day	14	15	16	17	18	19 Last Quarter
20	21	22 Fall Equinox	23	24	25	26 New Moon
27	28 Rosh Hashanah	29	30 Leopard		Serval	

Printed on recycled paper

"BOSTON GLOBE STORY ON PAGE 30 -- 8/26/92"

Karen Ray, a Socialist Workers Party candidate in the 9th. Congressional District, submitted nomination papers for certification to the Boston Election Commission. According to the story in the Globe, (8/26) Karen Ray was 482 signatures short of certification (2000). This is correct because she submitted 1518 certified signatures to the Secretary of State's Office.

The story in the Globe further states that her name was disqualified even though she is " properly registered to vote." This is true.

The Commission uses the printed list of registered voters, which is current to June of 1992. Karen Ray registered to vote July ~~12~~ 9, 1992 in Boston.

When Karen Ray requested a review of her signatures, the Commission sent a hand delivered letter (8/21) to her lawyer Burt Nadler informing him that she could come in for a review forthwith. Three people claiming to be members of the S.W.P came in for the review process. They did this with approximately three hours left before the deadline. Included among these petitions was one petition that contained the name of Karen Ray.

The people representing the S.W.P. did not request a review of the paper that contained her name. The deadline of 5 PM (8/24/92) for the last day and hour for registrars to complete the review of signatures having arrived, we stopped the signature review process (Chap. 55B-sec. 6). Also the request for review was not in proper form. (Chap. 55B, sec. 6 - 3rd. sentence "Said application shall list the signatures not previously certified by the registrars on which the candidate is requesting a review.") The department nevertheless provided three teams of workers (6 total) to assist the S.W.P. signature review process.

At approximately 12:30 PM Monday, August 24, 1992 a phone call was placed to the Election Department. Commissioner Killilea was asked to speak with a man who had identified himself as a member of the S.W.P. When Commissioner Killilea informed him that the Board has agreed to the review, and that a hand delivered letter to their attorney Burt Nadler indicated that, and that the letter also stated the department would initiate the review forthwith, the S.W.P. person said he was unaware of any such letter.

MEMORANDUM

TO: Commissioner Jovita Fontanez
Commissioner William F. Arrigal
Commissioner James M. Killilea
Commissioner Everette T. Sheppard

FROM: Rina Cutler, Project Manager Rina Cutler

DATE: August 27, 1992

RE: UPDATE ON LISTING PROCESS

The Election Department was required to implement a new resident listing and voter verification process this year in order to save taxpayers money. The new process does so by making use of computer technology rather than relying on the antiquated and costly method of door-to-door voter verification. The new procedure attempts to bring Massachusetts, the only State in the country that still does an annual door-to-door voter verification, into conformance with more updated methods used elsewhere throughout the country.

As you know, this verification methodology is a four step process. The first step involved identifying all residents in every building through computer matching techniques. Three "safety net" procedures have been put in place to ensure the most accurate residents list of eligible voters.

The second step in this four step process involved mailing self-addressed, stamped postcards to voters who were not verified as residents through computer matching. This, as you know, is the same back-up procedure used every year to verify voters not identified through the initial door-to-door verification.

This year, instead of using door-to-door verification as the first step, door-to-door verification is being employed as the third step. The new procedure's cost savings results from the fact that only 50,000 verifications were required through a combination of home visits and mailings, rather than the 250,000 home visits performed in previous years.

The final step involves phone banking to those voters missed by each of the preceding steps. The purpose of this memo is to determine whether you feel this step is warranted.

Having analyzed this new methodology for the past three weeks, I would like to offer my preliminary observations. It appears that this four step voter verification process will result in fewer names appearing on the "omitted voters list" this year than in previous years. And it appears that this will be accomplished at a substantial cost savings to taxpayers.

My strongest initial impression is that the problem with the new voter verification process is, at this stage, more a perception problem than a problem in reality. First of all, the terms being used to describe voters who have not been verified by the computer matching technique -- such as "dropped voters", "omitted voters" and "omitted listing" -- give the false impression that eligible voters will not be allowed to vote in the upcoming elections. As you know, nothing could be farther from the truth. No one who is eligible to vote will be denied the opportunity to do so.

Secondly, recent press reports give the false impression that the omitted voters list is a new entity which has resulted from the new listing process. As you are well aware, the old process resulted in the creation of an "omitted voters" list every year. And every year 25,000-35,000 names appeared on it because the door-to-door method was not entirely accurate. People were not always home when Election Department personnel visited. The listing process took place in January when some voters were unwilling to stand in a cold doorway to answer questions. Large apartment buildings often limit access to non-residents, including Election Department personnel, etc.

Another perception problem has to do with press reports that refer to "chaos" in the Election Department. Let me state that I have not found this to be true. Voter verification and final voter and omitted lists will be ready and complete in time for the September primary. While the workload has placed a great deal of pressure on the staff, I have found the Election Department staff to be very professional and dedicated. It is regrettable that this fact has not been accurately reported.

Based on my discussions with the staff, it is my expectation that the third step of the verification process -- the door-to-door verifications -- will be completed as of September 1, 1992. As of August 27th, there are 26,226 names remaining on the omitted voters list. I expect the final list to come in between 22,000-25,000 names by the November election. Since, in past years, the omitted listing has averaged between 25,000 and 35,000 names, this year's estimate of 22,000-25,000 appears to be well below average.

As you are aware, of the approximately 24,000 voters who have been verified and will appear on the first supplemental list, 55% have been verified through the Step 2 process of postcard mailings, and 45% have been verified through the Step 3 process of individual door-to-door contact. Thus, in total, 50% of the preliminary omitted list has been verified as residents and eligible voters.

While a complete evaluation of the entire process, and recommendations for the future, cannot be completed until after the November election, I feel confident that the listing process is well within the parameters, both in terms of size and accuracy, that have been established in past elections. Again, this has been primarily due to the efforts of the staff during a challenging transitional period.

I am still completing an operational plan and budget for Step 4, phone banking, in order to identify and verify additional voters if the Commissioners believe it is warranted. It might be useful to schedule one night as a pilot program to see if this step will be successful prior to committing overtime funding over a two week period prior to the September primary.

If the Commissioners and staff at today's meeting are satisfied that the listing process is essentially completed to their satisfaction, I recommend that the department shift its focus and concentrate its resources on a city-wide voter registration effort before the closing date of October 6, 1992. I look forward to this discussion and your decisions at today's August 28th Commission meeting.

IN BOARD 11:00 A.M. SEPTEMBER 4, 1992

PRESENT: Commissioners Sheppard, Killilea & Arrigal
Commissioner Fontanez entered meeting late due to being delayed in another office.

STAFF: John Cushman, George Cushman, V. Cawley, E. White, M. Boudreau, M. Barry, John Donovan, Jr. & M. Kain.

COMMISSIONER KILLILEA officially opened this meeting at 11:10 A.M.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting (8/28/92). Motion seconded by Commissioner Arrigal and accepted.

COMMISSIONER SHEPPARD stated that he submitted 9F request in person to Roscoe Morris and were approved. They are presently awaiting approval from Tom Snyder of Administrative Services and expects to hear word on them today or Tuesday.

COMMISSIONER ARRIGAL offered congratulations to John Donovan, Sr. and staff members who were assigned on the special outside project for the re-verification of the O.L's. 15,618 (40.5%) were identified on this door to door project.

VINNY CAWLEY - Stated that the warehouse teams have completed 222 precincts with 30 left. State that they are working Saturday but not Sunday & Monday.

New Polling Locations all seem to be in place. He personally delivered agreement for 13/17 (Kit Clark). Person he delivered this request to stated that she sees no reason why it would not be signed.

COMMISSIONER SHEPPARD asked Mr. Cawley if the candidates who were planning to run on stickers has contacted him. Mr. Cawley responded "Yes".

Nelson Merced had made inquires about moving machines to designated area for observation.

Commissioner Killilea stated that he would be against this but would vote on it next week if official request comes in.

MARY BARRY PAYROLLS --- 8/26/92-9/1/92

Permanent ------1401 ---------$24,825.44
Emergency ------1401-5 ------ $20,950.51

Commissioner Sheppard motioned the Board to accept payrolls as presented. Motion seconded by Commissioner Arrigal and accepted.

MARTIN KAIN Stated that all Wardens have been assigned and he needs 1 more clerk and 37 inspectors.

Gave list of all the new wardens to Vinny Cawley.

COMMISSIONER KILLILEA stated that he recommends that additional staff be assigned for Voting at the Hebrew Rehabilitation due to the heavy request. 300 request for AV have been received and expects that on voting day, Friday, September 11th. it will be an all day affair.

Will discuss staff needed with John Donovan, Sr. on Wednesday.

JOHN DONOVAN, JR. Presented Petitions for Voter Registration to the Board.

Top request under 51-26 and the rest of the request under 51-42B. Pointed out that request for Sunday is at a bar but registration is to take place in the front of the building (outside).

COMMISSIONER KILLILEA motioned the Board to accept these petitions as presented. Motion seconded by Commissioner Arrigal and accepted.

John Donovan, Jr. requested that he be provided a list of the hidden precincts in order to prepare additional ballot boxes.

COMMISSIONER FONTANEZ stated that it was her understanding that past practice has been to deliver copy of O.L. to libraries. Commissioner ask John, Jr. if it would be possible to submit a copy of O.L (1 year O.L.) to the main Library only ? John Donovan, Jr. answered that this request can be accomplished.

JOHN CUSHMAN -- AV Voting

Department has mailed 1,807 ballots.
" " " 300 letters requesting more information.
300 Ballots are ready to go to 1200 Centre Street.

Stated that he has 1 problem which he assumes that is a State wide problem. Voters are requesting an Independent Ballot - when they receive it, it is not what they want.

Telephone situation - volunteers with Rina Cutler - seems fine.

GEORGE CUSHMAN - Ward 5, precincts 5A & 5B

A letter has been sent to all voters in these precicnts (copy attached)

5A has 524 Voters and 5B has 894 Voters.

145 Pinckney Street has no apartment numbers. John Jr. will attempt to get apartment number from terminal and write in apartment on envelopes being mailed out. For those whose apartment numbers are not available, Commissioner Killilea recommends that Officer Bill Henchey hand deliver to the Superintendent of Building at that specific address.

John Donovan, Jr. has given George 1st. Supp. for 5A & 5B. George asked the Board how we want the voting list ot look.

After some discussion it was decided that we draw a red line through the name of those who can't vote in 5A and same for 5B.

COMMISSIONER FONTANEZ stated that there is 22,890 names on O.L. that is going to Polls

COMMISSIONER SHEPPARD asked if the Mandella situation had been resolved? Commissioner Fontanez stated that the papers were received in this office and were certified. Campaign workers never picked them up. Receipt states that these papers nust be picked up. Campaign workker claims that information given him by gentlemen in this office (unidentified) was midleading.
Commissioner Fontanez stated bottom line is that this Department has done what it was suppose to do.

Stated that Rina Cutler was at a meeting and will have report at next meeting.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

Boston

Raymond L. Flynn, Mayor

September 8, 1992

Dear Voter:

Due to the Congressional Redistricting, you will now be voting in the Eighth Congressional District. Your Precinct is 5A of Ward 5.

Your Polling Location is the -

Fire Station, 127 Mt. Vernon Street

Sincerely,

For the Board,

Jovita Fontanez

Jovita Fontanez, Chairwoman
BOARD OF ELECTION COMMISSIONERS

mab

ELECTION DEPARTMENT / Boston City Hall / City Hall Plaza 02201
Jovita Fontanez, Chair

Boston

Raymond L. Flynn, Mayor

September 8, 1992

Dear Voter:

Due to the Congressional Redistricting, you will now be voting in the Ninth Congressional District. Your Precinct is 5B of Ward 5.

Your Polling Location is the -

Fire Station, 127 Mt. Vernon Street

Sincerely,

For the Board,

Jovita Fontanez, Chairwoman
BOARD OF ELECTION COMMISSIONERS

msb

ELECTION DEPARTMENT / Boston City Hall / City Hall Plaza 02201
Jovita Fontanez, Chair

IN BOARD 11:00 A.M. SEPTEMBER 11, 1992

Present: Commissioners Fontanez, Sheppard & Arrigal
(Commissioner Killilea is presently conducting Election at Jewish Rehabilitation Center at 1200 Centre Street)

STAFF: Rina Cutler, V. Cawely, E. White, M. Barry, J. Cushman, M. Boudreau, M. Kain, John Donovan, Jr. & John Donovan, Sr.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting. Motion seconded by Commissioner Arrigal and motion was accepted.

Further questioned as to if Election Day Assignments at Police Area would remain the same ? Answer is Yes.

Board explained to Rina Cutler this process.

Commissioner Sheppard ask if sandwiches would be served? Commissioner Fontanez ask Marie Boudrea if monies had been allocated in this years budget for this purpose? Marie Boudreau responded "Yes". Commissioner Fontanez instructed Marie Boudrea to submit a request to Murry Bono (8th. Floor Coffee Shop) requesting the usual order.

JOHN DONOVAN, SR. Reported that all preparations are falling into place. Further reported that we have more registered voters since 1991, and less O.L's that we've has since Mr. Donovan has been employed by this department.

Stated that he will give Commissioners their usual Police Area assignments. Jack McElligott is schedule back on Monday and will be able to pick up his Area duties.

Further reported that we will not be giving out the Commissioners telephone numbers for information, therefore, he will not be assigning anyone to staff those numbers. Commissioners will answer own phones.

Marie Boudreau commented that Secretary of State, City Clerk are giving out these numbers as information numbers also others from the public already have these numbers. Stated that she will need assistance to staff these phones as there is 8 lines.

VINNY CAWLEY - Updated Board as ot progress on machines, telephones etc. In the hidden precincts he will add an additional machine.
5/5 A & 5/5B he will set up 6 machines- three for each.

Polling Location 22/5 - Madden Office - we will use for September Election but cannot use for the November Election. We must find a new location for November.

Kit Clark is all set for September & November but Mr. Cawley does not think that this location will be available to us after this year.

Some problems with telephones exist. Crew will be working all day on Monday & Monday night if necessary.

Monday warehouse will be shipping 130 machines.

Phone problems are that the City has gone CENTREX at public schools. It was anticipated that we could use these lines at schools. Turned out that we can only use phones at 12 of these locations instead of 150 as expected.

RINA CUTLER - VOLUNTEERS - expected to get volunteers to staff the 40 lines. We will have list finalized today by 2 PM giving us ample time to call our usual volunteers if needed. Training for these volunteers is questionable as to if it is beneficial. Supervisor to walk through first to fifth call with volunteers should serve as training.

Martin Kain - Election Officers

Needs 19 officers of which 18 are inspectors.
Lost 2 Wardens this morning - replaced one and foresees no problems.
Training Sessions - out of 432 notified - to date 412 have been trained with four more training sessions to take place.

Commissioner Fontanez commented & thanked Mr. Kain for his efforts of the training sessions.

JOHN DONOVAN, JR.- Petitions for Voter Registration

Top five request are under 51-26 with rest under 51-42B.
Mr. Donovan, JR. stated that he is in serious need of help immediately for Voter Registration. May have to go into office staff to handle heavy load.

Commissioner Fontanez stated that she will sit down after Tuesday with John Jr., George & Rina to discuss this matter.

JOHN CUSHMAN - Ask if we intend to hire additional help between September & November? Commissioner Fontanez responded "Yes" and will review the budget/and our needs.

COMMISSIONER SHEPPARD motioned the Board to accept these voter registration petitions as presented by Mr. Donovan, Jr. Commissioner Arrigal second the motion and motion was accepted.

John Donovan, JR. further reported that there are no problems in the preparations for the vault at this point, however, did request that all be patient is awaiting finalization of preparations to go to the Police Areas.

COMMISSIONER FONTANEZ stated that Marie Boudreau has compiled list of licenses which is submitted to Real Property for Parking in the dock square garage on September 14 & 15, 1992.

JOHN DONOVAN, SR. recommended that all Commissioners should be present on Tuesday and that we should notify Steven Clark of the Law Department in anticipation of his being tipped off of problems. Also suggested that we have a cruiser available. Commissioner Fontanez informed Mr. Donovan, Sr. that she will be needing a cruiser also.

COMMISSIONER SHEPPARD recommended that Wardens/Clerks in the 2nd. Suffolk District be instructed to take extra precaution.

JOHN CUSHMAN - Stated that a Representative from N.E. Tel. will be here all day on Tuesday in case of telephone problems. John further stated that he has reduced the lines on the floor from 65 to 40 due to the reduction of the O.L.

Tel. # 3736 given to precinct workers will access all lines on the floor.
City Hall operators will have 4635/4636 - 3830, 4054 and 3841 will hunt the last ten phones on the floor.
Spanish Hot Line #4319. 4054 may also be used as Spanish Hot Line as this number was given out by Commissioner Killilea on a Cable T.V. program.

2,200 Absentee Ballots were mailed. Some were 2nd. or 3rd. ballots due to errors.

301 ballots were given for 1200 Centre Street also gave additional ballots & envelopes.

A request from Maura Hennigan -Casey to walk in applications today was received from the Roslindale House. Stated that we may receive request to conduct elections at this location in the future.
John Donovan, Jr. stated that he believes that this location is elderly housing, therefore, does not qualify to be treated as Health Care Facilities.

September 11, 1992

Monday at 12:00 noon is deadline to vote by Absentee.

Sticker Campaigns: At ward 4 meeting last night it was heard that Arthur Williams will by pass primary and run as "R" on stickers in November.

Ward 1 - Someone from Winthrop will be running on stickers against Travaglini.

Gus Serra will be running on stickers on the "R" ballot.

Nelson Merced will be running a Sticker Campaign.

COMMISSIONER FONTANEZ - Presented several request for Poll Checkers;

Shirley Owens-Hicks, Angelo M. Straccia (M. Barry already issued), Robert Travaglini, Vincent Mannering, Joseph W. Casper, Paul J. Gannon, Gloria Fox, Marian Walsh, Thomas F. Birmingham and others as requested.
Marie Boudreau will prepare letters.

MARY BARRY PAYROLLS 9/2/92 - 9/8/92

PERMANENT --- 1401---------$24,840.30
EMERGENCY --- 1401-5-------$12,102.51

COMMISSIONER SHEPPARD motioned the Board to accept the payrolls as presented. Motion seconded by Commissioner Arrigal and accepted.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. SEPTEMBER 18, 1992

PRESENT: Commissioner Fontanez, Sheppard & Killilea
(Commissioner Arrigal is on vacation)

STAFF: George Cushman, John Cushman, Vinny Cawley, E. White, Marie Boudreau, Rina Cutler, Mary Barry, John Donovan, Sr., John Donovan, Jr., Marty Kain & Jack McElligott.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M. Stated how pleased she was with the outcome of the Primary Election. Thanked all staff for their efforts in reaching these results. Asked managers to pass the word of thanks to the staff. Commissioner further stated that different activities for different programs will be looked at in November.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting. Motion seconded by Commissioner Killilea and accepted.

COMMISSIONER SHEPPARD-regarding request from Mr. Cawley.
Mr. Cawley is requesting that employee Brian Morrison, a permanent Assistant Registrar of Voters, who is currently serving as a temporary Voting Machine Custodian be placed in this title on a provisional base.

Commissioner Fontanez requested that the Board take this request under advisement until we have the opportunity to review our budget.

Commissioner Sheppard further presented a letter of complaint from a citizen who had shown up to register to vote at the Hennigan School in J.P. Voter Registration signs were posted but no one inside knew anything about Voter Registration.
Commissioner Fontanez stated that she was in contact with MR. Doherty of Community Schools over this matter and he informed her that the time in question was the week prior to the opening of schools and that Community Schools were closed.
Commissioner Fontanez further stated that she would draft a response to the person filling this complaint.

COMMISSIONER SHEPPARD commented on small article in todays Globe regarding gentlemen who drove 200 miles from Vermont to vote by AV. He stated that he had called office prior to driving here and was told he could vote all day. He did not know the name of the person who had given him misinformation.

Commissioner Fontanez requested that managers should avoid responding to the media and forward the questions to the Chair whenever possible.

COMMISSIONER KILLILEA requested that anyone who has any additional cost information due to the extra precincts under the redistricting plan. Commissioner Killilea requested that they see him in his office on Monday on or before 1 P.M.

COMMISSIONER SHEPPARD stated that he met with Commissioner Fontanez and a member of the Justice Department. Subject being tht if a community has more than a 5% population of non Englist speaking citizens - all election written materials, ballots etc. would have to be translated in that language. Commissioner Fontanez stated that we are already in compliance with this law. After much discussion on this matter, it was decided that all Commissioners and managers would be given a copy of this law for review and this subject would be discussed at the next meeting.

JOHN DONOVAN, SR. - Suggested that we immediately look into ward registration,

Stated that the election was good, complaints were not heavy and were able to be corrected within the office.

COMMISSIONER FONTANEZ stated that she plans to sit with John Sr.& John Jr. to discuss the situation of voters across the City who were listed as Republicans when in fact they claim that they are not affiliated with this party.

RINA CULTER will also sit with the Donovans on Voter Registration. Must determine or be assured that enough money is in our budget.

Further stated that this was her first election (inside view) and her feelings are that staff did a great job and is hopeful that the November election will be as smooth running.

Ask when we will know how many people voted by certificate? John JR. responded 10 days after the election and they must be hand counted.

Much discussion was addressed regarding the N.C.O.A. list. It was stated that this list will be a major tool for 1993. This list is updated quarterly.

JOHN DONOVAN, JR. stated that moves within the City from the NCOA list, that some correspondence should be sent to these people so that they may be reinstated for the November Election.
Commissioner Fontanez recommended that a letter should be drafted in both English and Spanish. George Cushman also recommended that we inform them of their new polling location.

Rina Cutler stated that on the 4 year O.L. some have moved several times. She will have a better overall report at the next meeting.

VINNY CAWLEY stated that he has received a memo from the Library requesting that all machines be moved (no storage). This cost will be approximately $10,000. Recommends that the Board writes letter to the Director, Mr. Curley requesting that we store at all librairis except Orient Heights, N. End and Academy Hill Libraries. Other libraries from his view point have space available for storage.

Marie Boudreau stated that she would make a copy of this memo available to Rina Cutler as requested.

22/5 Polling Location - 214 Lincoln Street. We must move out. Stated that he must find a new location for the November election.

Stated that he will add approximately 50 additional machines for the Presidential Election throughout the City.

Will have warehouse staff available (7 employees) for Voter Registration starting Tuesday but will need these employees again on Monday.

MARY BARRY Payrolls 9/9/92 - 9/15/92

Permanent	1401 --	$24,840.30
Emergency	1401-5 -	6,208.51

Commissioner Killilea motioned the Board to accept payrolls as presented by Mrs. Barry. Motion seconded by Commissioner Sheppard and accepted.

GEORGE CUSHMAN commented that volunteers on election day did an excellent job, but reminded all that we will need more for the November election.

Stated that there was no complaints on Voting Machines.

Commissioner Killilea stated that there was a list of machine complaints from Merced's District, however, none were valid.

GEORGE CUSHMAN stressed the need for more staff for November also more full time bodies are needed on a year round basis. Recommends an additional 10 people to staff this department. We should be hiring people on a

provisional basis who will become experienced and have benefits. Hiring on a $7.00 per hour basis is alright for summer help but over all is poor management. Calling for an exam is another option.

George Cushman asked Rina Cutler if it would be possible for those City Volunteers who wish to work all day, if arrangements could be made to offer them a comp. day at some point? Rina requested that George give her a list of specific names and she will look into it, however, across the Board would not be possible.

Rina Cutler stated that she is trying to obtain a 1 day policy for Election Officers on site parking.

JOHN CUSHMAN Requested to address the Board after after this meeting.

Absentee section is currently cleaning up in preparation to get ready to start the preparations for the November Election.

Stated that the representative from N.E. Telephone was in this office all day Election Day and not only was he very efficient but was also good company.

Fisher College - machines were somewhat late in arriving. Mr. Cawley believes that 8 voters voted on machine failure ballots.

MARTIN KAIN Expects to start beginning of next week on Election Officers payrolls.

After payrolls are completed he will schedule training of officers for the November Election.

COMMISSIONER FONTANEZ stated that she visited approximately 80 precincts on election day.

There was a complaint in 5/5A. A voter who happened to be a reporter (Maggie Mullvahil - Boston Tab). She accused Warden of being abusive and vicious. The Warden claims the reported wanted a sample ballot and he refused her request in not a polite way.
Marty Kain stated that he requested that we get a written complaint from the reporter - he will then have the warden review and response to complaint and then the Board will decide if any action should be taken.
Commissioner Fontanez stated that she will support all department workers but does expect staff to be courteous at all times.

Further stated that she will draft a letter for training regarding voters showing up as "R" and explain the unenroll situation.

George Cushman stated that we should sent a letter to the Office of the Secretary of State expressing how unhappy we are with the name Independent Voter Party.

JOHN DONOVAN, JR. Presented Petitions for Voter Registration.

Commissioner Sheppard motioned the Board to accept petitions as presented. Motion seconded by Commissioner Killilea and accepted.

John Jr. further stated that we should decide immediately in all fairness to him and the registrars as to the Ward Registration if we are going to start next Friday - September 25, 1992.

John Donovan, JR. recommends that we add additional Fire Stations for Ward Registration.

Commissioner Killilea motioned the Board to designate John Donovan, Jr. to put together the list of locations, dates, times etc. for the Ward Registration. Motion was seconded by Commissioner Sheppard and accepted.

Ward registration will start Friday, September 25, 1992 thru October 6, 1992. Extended hours in this office will start on Monday until 8 PM and on the 25th. we will start being opened until 9 PM.

ESTRELLA WHITE RE: Outcome of meeting for out of town registration. Mrs. White questioned the Board as to if this situation was ever resolved? Currently there are approximately 200 registrations to be mailed out.

Mrs. White was informed by the Board that this situation was not resolved and that these out of towns must be mailed out. We will return to the law department with this issue.

COMMISSIONER FONTANEZ informed all that after the November Election, sometimes in December all Commissioners and managers will go on a 2 day retreat to discuss issues.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. SEPTEMBER 18, 1992

PRESENT: Commissioner Fontanez, Sheppard , Killilea & Arrigal

STAFF: J. McElligott, John Cushman, V. Cawley, E. White, M. Barry, M. Kain
John Donovan, Sr., & John Donovan, Jr.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting. Seconded by Commissioner Arrigal and accepted.

COMMISSIONER KILLILEA submitted initial costs of Congressional Redistricting to the Board in the amount of $31,965.00. Final costs to be submitted on Sept. 28, 1992 at 12:00 P.M.

VINCENT CAWLEY reported that the machines in the libraries will remain on location. Polling location for Ward 22 Precinct 5 will remain at present location now and for future functions at the Thomas Gardner School. Additional machines will be set up for the Election and beginning Sept. 26th. machines will be set up and set back for the Election.

JOHN DONONVAN, SR. Reigistration is heavy; especially the out of town registrations.

JOHN CUSHMAN Absentee applications are now approximately 4000 with an anticipated 8000 requests.

JOHN DONOVAN, JR.submitted registration petitions under Chap. 51 Sec. 42B and requested that several petitions be approved under Chap. 51 Sec. 26 regarding two drinking establishments. John Jr. further requested that several requests submitted, that are in close proximity to stationary sites, be considered for consolidation. Commissioner Sheppard motioned the Board to accept and approve the petitions. Seconded by Commissioener Killilea and accepted.

MARY BARRY Payrolls 9/16/92-9/22/92

Permanent -----1401 ---$24,840.30
Emergency -----1401-5-- 6,208.51

Commissioner Killilea Killilea motioned the Board to accept payrolls as presented by Mrs. Barry. Seconded by Commissioner Sheppard and accepted.

MARTIN KAIN stated that payrolls for election officers should be completed shortly and checks issued soon after.

COMMISSIONER FONTANEZ on behalf of the Board thanked John Cushman for his outstanding service and expressed regrets at his leaving and wished him well in any future endeavors.

Motion to adjourn made by Commissioner Killilea and seconded by Commissioner Arrigal and approved by the Board.

ADJOURN: ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. OCTOBER 2, 1992

PRESENT: Commissioner Fontanez, Sheppard, Killilea & Arrigal.

STAFF: G. Cushman, J. Cushman, M. Kain, E. White, M. Boudreau, J. McElligott, M. Barry, V. Cawley, J. Donovan, Jr., J. Donovan, Sr.

COMMISSIONER FONTANEZ officially opened this meeting at 11:00 A.M.

VINNY CAWLEY Presented report as to the status of the warehouse division. Anticipates that the absentee ballots will be here between the 10th. to the 13th. of October with the strips to arrive usually a week later. Usually, we are the first to obtain ballots, as the City of Boston has the most machines. This year due to precincts being printed in English/Spanish we will be the last.
Commissioner Fontanez suggested that the Commission submit a letter to the office of the Secretary of State expressing our concerns in order to place some pressure on them to submit our ballots in a timely fashion.

Mr. Cawley's warehouse staff will be available to report to John Donovan, Sr. after 3 P.M. on Tuesday, October 6th., the last day for voter registration. Warehouse staff will be assigned in central office or at the Ward Locations.

COMMISSIONER SHEPPARD motioned the Board to accept the minutes of the previous meeting. Motion seconded by Commissioner Killilea and accepted.

COMMISSIONER KILLILEA motioned the Board to designate the Jewish Rehabilitation Center as a health care facility and to conduct voting at this location on October 30th. Commissioner Killilea stated that he would prepare the letter and would also call the coordinator at this location.
Commissioner Sheppard seconded the motion and motion was accepted.

Commissioner Killilea stated that he has several letters in need of typing. Since Marie Boudreau is swamped, he asked if arrangements could be made to have additional typing assistance or back up? Commissioner Fontanez asked that Commissioner Killilea arrange his needs in priorities and that she will speak with him later.

JOHN DONOVAN, SR. stated that registration is heavy. Approximately 1,000 per day on the outside and 600 inside.
Pink slips to be mailed are heavy.
Overall it is busier than four years ago, especially with the registration of students.

4 years ago we added 28,000 to 30,000 to our voter roll. From what he hears this year that number may reach 40,000.

COMMISSIONER FONTANEZ stated that after the meeting she will review O.T. of managers with John Donovan, Sr.

MARY BARRY Payrolls 9/23/92 - 9/29/92

Permanent	--------1401 ---	$24,840.30
Emergency	--------1401-5--	8,511.51

Commissioner Killilea motioned the Board to accept payrolls as presented by Mrs. Barry.
Motion seconded by Commissioner Sheppard and accepted.

Commissioner Fontanez requested that Mary Barry please see her prior to doing any more paper work to place someone on the payroll.

George

JOHN CUSHMAN Absentee is heavy and George will require additional staff.
Recommends that VIP be offered extended time.

JOHN DONOVAN, JR. Presented Voter Registration Petitions under 51-26 for approval. John stated that he does have the staff to cover these registrations.

Commissioner Fontanez stated that we are not accepting additional request for registration outside 9 am to 5 pm.

COMMISSIONER SHEPPARD motioned the Board to accept these petitions as requested by John Donovan, Jr. Motion seconded by Commissioner Arrigal and accepted.

MARTIN KAIN Election Officers Payrolls

Anticipates that this payroll will be completed if he works tomorrow. If not, it will be the middle of next week as it is more difficult to work on weekdays with the telephone interruptions. His target is to have these officers paid prior to the November election.
Commissioner Fontanez stated the she will re-schedule her meeting with Marty after the payroll is completed.

COMMISSIONER KILLILEA motioned to adjourn, motion seconded by Commissioner Sheppard and accepted.

ADJOURN:

ATTEST:

Everette Sheppard
EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. OCTOBER 9, 1992

Present: Commissioner Fontanez, Sheppard, Killilea & Arrigal

Staff: E. White, G. Cushman, M. Boudreau & V. Cawley

Commissioner Fontanez officially opened this meeting at 11:00 A.M.

Commissioner Sheppard motioned the Board to accept the minutes of October 2nd., 1992. Commissioner Killilea second the motion and motion was accepted.

With City Council Hearings scheduled for next Friday, October 23, 1992 at 10 A.M. Commissioner Sheppard suggest that we change our scheduled Board meeting to an alternate time and is open for suggestions.
Commissioner Fontanez suggested that the Board meet briefly at 9:00 A.M. on that day and take care of business prior to going to the hearing. All members are in agreement.

Presented Payrolls:

Permanent ---------1401 -------$25,310.15
Emergency ---------1401-5------- 9,883.51

Commissioner Sheppard motioned the Board to accept these payrolls as presented. Motion seconded by Commissioner Killilea and accepted.

Commissioner Killilea stated that the letter to the State Auditor is all typed and will be mailed this afternoon. Further stated that he has notified the Jewish Rehabilitation Center that voting will take place the Friday prior to the Election (October 30th.).

Vinny Cawley stated that Absentee Ballots should be arriving here today around 1 PM and he is hoping for the ballot strips by next Friday.

Stated that 42 precincts have been moved since the last Presidential Election. Recommends that all polling locations be printed in the Globe/Herald prior to the November Election. Commissioner Fontanez stated that she is working the the Press Office to obtain PR for this depatment, also will contact the League of Womens Voters as another possibility for PR.

George Cushman presented a list of complaints from the Primary Election from the Fire Station 20/11. Complaints are to move out of the Fire Station. Vinny stated that we could put three precincts in the Library but 3 precincts is not feasible in a major election. We will see what complaints come in after the November Election and review later, possibly Mr. Cawley and Commissioner Fontanez will visit are with Community groups.

John Donovan, Sr. stated that if the absentee ballots come in this afternoon that all proofing should be completed by Monday as the mail for AV request does not diminish. Each request for an absentee ballot generates 15 pieces of paper, and that for a new registration requesting an absentee ballot requires additional work.

George recommends that we encourage telephone inquires on AV to come in and vote VIP. Possibly we will start VIP voting on Wednesday coming, hours 8 AM to 7 PM.

John Donovan, Sr. expressed great concerns as to the over load of work and the need for additional experience help. This concern was shared by John Donovan, Jr., especially in the key punching section. Some staff members in the key punching section are not staying late due to the fear of crime on public transportation. John Donovan, JR. recommends that we provide transportation for employees who stay late. This suggestion was well accepted and will explore two alternatives: 1). $7.00 per hour employee driving our van and 2). Elderly Commission driver with Elderly Van.

John Donovan, JR. stated that he will soon be adding a couple of males to the key punch section. Does not know if we will be able to complete this task without additional staff.
Commissioner Fontanez stated that she will be going back upstairs in hopes of getting approval for additional staff - further stated that she is currently looking for help from the 5th. floor and Alan Stern from MIS on key punching.

Commissioner Sheppard stated that if the Chair needs support going up to the 5th. floor to please notify the members of the Board to go up with her for support, stated that is what they are here for.

Warehouse staff will be ask to work in the central office on Sat.-- Commissioner Fontanez instructed Vinny that if they wish to work it will be for the entire day or no work at all.

George Cushman stated that 832 certificates were issued on Primary Day.

Suggested that we use 75 telephones on the floor on November 3rd. - we used 45 on the day of the State Primary. Suggestion approved. John Donovan, JR. will take a count of phones now in our possession and if additional phones are needed Commissioner Fontanez will look into the money situation.

George Cushman feels that the need is here for our own fax machine. This requested fax machine should not be the responsibility as to it's operation to Marie Boudreau. It should be stored in an enclosed area suggesting Mary Barry's Office. Commissioner Fontanez will look into this possiblility.

John Donovan, Jr. stated that on the key punching situation, if we do not get enough cooperation from MIS his suggestion is to go to an outside agency. Said that the clock is ticking and he needs answer no later than Tuesday or Wednesday. Actually he would like the help this weekend as during peak hours our system is slower due to the heavy City Load. System is much faster in the early morning hours, nights and weekends.

Estrella White stated the she is working on the out of towns and has two members of the staff assigned to this task but may be needing additional help.

Commissioner Fontanez - Re: Chauffeur to take employees home.
Her understanding is that this will be a one trip per night affair. Required time will be approxiamtely 2 hours for a seven dollar employee. Van will be kept overnight by employee. Time for the return of this van is to be dertermined as $7 per hour employee cannot exceed 40 hours of work per week. This is not a final issue, but Commissioner Fontanez informed John Jr. that she would need the name, address and license number of this employee.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 9:00 A.M. OCTOBER 16, 1992

PRESENT: ALL COMMISSIONERS

STAFF: Mary Barry, Estrella White, Marie Boudreau, George Cushman, John Donovan, Sr., Jack McElligott.

Commissioner Fontanez officially opened this meeting at 9:00 A.M.

Commissioner Sheppard motioned the Board to accept the minutes of the previous meeting. Motion seconded by Commissioner Killilea and accepted.

Commissioner Fontanez requested that Marie Boudreau contact Mr. Cawley and inform him that if he has any official reports for todays meeting to give it to Marie Boudreau for the minutes.

Mary Barry - Presented the payrolls for the week of 10/7 thru 10/13/92.

Permanent -------1401 ----$25,359.26
Emergency -------1401-5---$17,163.51

Commissioner Killilea motioned the Board to accept the payrolls as presented. Motion seconded by Commissioner Sheppard and accepted.

Commissioner Killilea stated that he has received 28 additional absentee ballot applications from the Jewish Rehabilitation Center which are in the absenttee section being processed.

John Donovan, Sr. reported that much still has to be done. 4 additional terminals will be available through MIS to total 14. He does not know if this will be sufficient to suffice the demand.

Mailing of pink slips -- has had 5 people continuously working on these to get them out for the last 10 days. Phone calls are coming in from voters looking for them. Stated that he needs additional staff on this project.
Currently he has had two permanent staff members out all of this week.(one in hospital and other lost his mother).

Jack McElligott stated that the office staff has worked very well under his supervision and for that he is greatful.

George Cushman stated that the absentee section has mailed to date 3,205 ballots. 1,500 applications are being processed. Every time they think that they are caught up more requests arrive by mail.

Commissioner Killilea stated that letter to State Auditor on mandated cost for redistricting was mailed, as was the letter to 1200 Centre Street (Jewish Rehabilitation) informing them of the October 30, 1992 voting at this location.

Commissioner Fontanez informed all present that she will be posting in the bulletin board information regarding, " Walk for Women Safety." Also, COBEC has been extended and if we could get 100% participation from the Election Department it would be helpful.

Further stated that she has a letter from Byron Rushing, who speaks very kindly of John Donovan, Jr., as to the cooperation from this office with community groups (will provide copy of this letter for the minutes).

Commissioner Arrigal - Commented on work well done by John Donovan, Sr. and senior managers in the preparations for the Presidential Election.

continued.....

COMMISSIONER KILLILEA motioned the Board to adjourn. Motion seconded by Commissioner Sheppard and accepted.

ADJOURN:

ATTEST:

Everette Sheppard

Everette Sheppard, Secretary

In Board 11:00 A.M. October 23, 1992

PRESENT: Commissioners Fontanez, Sheppard & Killilea
(Commissioner Arrigal is out sick today)

STAFF: Mary Barry, Estrella White, Marie Boudreau, John Donovan, Sr., Jack McElligott, Rina Cutler, George Cushman & Marty Kain.

Commissioner Fontanez officially opened this meeting at 11:00 A.M.

Mr Cawley stated that the warehouse has completed 165 precincts to date with 87 precincts remaining. Expects to be completed by Tuesday, October 27, 1992, with the exception of 35 machines (9 precincts) which are done the weekend before the election.

Warehouse will start shipping machines on Monday. 280 machines will be moved for the Presidential Election.

George Cushman ask Mr. Cawley to instruct Chicky to be more specific as to what the problem is when he calls in a telephone problem.
Vinny stated that the telephone check should be completed next week.

Commissioner Sheppard motioned the Board to accept the minutes of the previous week. Motion was seconded by Commissioner Killilea and accepted.

Commissioner Sheppard ask if we would be getting food from 8th. floor coffee shop (Murry Bono) for Presidential Election. Commissioner Fontanez responded, "Yes".

Commissioner Killilea stated that all is in order for voting at the Hebrew Rehabilitation Center, approximately 300 applicaitons have been received. George Cushman & Commissioner Killilea will get together and determine the staff necessary to accommodate the needs of that day.

Commissioner Killilea stated that we have been updated on the law as to a voter who has been hospitalized or entered a Health Care Facility 5 days prior to an Election. They now can vote by absentee ballot up until the close of the polls instead of 12:00 noon the day prior to the Election.

John Donovan, Sr. stated that the 2nd. Supp. hopefully will be printed this weekend (36,588 names).

Verification cards are still being mailed out.

Mary Barry Payrolls of 10/14 thru 10/20/92

Permanent -----1401 ---$25,359.26
Emergency -----1401-5--$14,006.51

Commissioner Killilea motioned the Board to accept the payrolls as presented. Motion seconded by Commissioner Sheppard and accepted.

George Cushman - ABSENTEE BALLOTS

To date a total of 5,200 ballots have been processed. Out of this number 1,000 have been mailed overseas & 600 V.I.P.

Again, George encouraged our needs for a fax machine in the future.

Praised the $7.00 per hour staff assigned to AV - said they are very sharp and have done a great job.

Rina Cutler will check the possibility of borrowing 40 telephones from within the building for election day.

Rina Cutler has sent letters to all Department Heads requesting volunteers to staff telephones on Election Day. Will follow up with telephone calls on this request on Monday.

Will present up-date on volunteer progress at next board meeting.
We will need 120 volunteers - our resources will come from:

a). Volunteers - City Department Staff
b). Paid $7.00 per hour staff
c). Possibly City Year (to investigate this possibility - meeting with City Year taking place on Wednesday coming).

Stressed that the afternoon shift will be the hardest to obtain staffing.

Vinny Cawley suggested that additional election officers should be assigned at known busy precincts to assure that election officers are able to take time out for lunch and to go vote.

Marty Kain stated that he has started training election officers and the turn out is approximately 80%.

Has received some cancellations of election workers - approx. 6 to date. Has promoted clerks (who are experienced) to warden spots.
Commissioner Fontanez requested that Marty give her list of areas where the vacancies are.

Requested that Estrella White notify the Spanish newspapers of the Spanish Hot Line Number.

Commissioner Fontanez presented a request from the Clinton campaign requesting poll checkers. Rina Cutler has request and will check to see if poll checkers are requested at all precincts within the City of Boston.

Commissioner Killilea stated that he is writing a response to Los Angeles Times who requested permission to conduct exit polling. He is instructing them that there are no laws governing leaving the polls.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A. M. OCTOBER 30, 1992

Present: Commissioner Fontanez, Sheppard & Arrigal
(Commissioner Killilea is conducting Election at Jewish Rehabilatation Center today).

Staff: G. Cushman, V. Cawely, M. Boudreau, R. Cutler & J. Donovan, SR.

Commissioner Fontanez officially opened this meeting at 11:00 A.M.

Commissioner Sheppard - stated that all Commissioners have received copies of the report of Governmental Operations Hearings from the Council. Recommended that we table this report until the next Board meeting, after the election.

Further recommended that some system be in tack on election night when the polls close for those who may be in line at 8:00 P.M. George Cushman stated that all who are in line at 8:00 P.M. will be given a voting authority slip to show voter was in line and will be allowed to vote.

Mary Barry - Payrolls - 10/21/92 to 10/27/92

Permanent ------1401 ----$25,359.26
Emergency ------1401-5---$10,093.51

Motion was made to accept the payrolls as presented. Motion was seconded and accepted.

Vinny Cawley - Reported that warehouse has 8 precincts to complete on Saturday and Sunday.

We will be using 919 Machines for the Presidential Election.

Has 44 telephones left to check.

George Cushman will check with New England Telephone for installation of telphone at Saltonstall building.

George Cushman - Absentees

Reported that over 7,100 have been completed.
Received approximately 7,600 applications - some were duplicates, others were sent to this office when in fact should have been sent to another city/town.

In 1988 -- 6,900 absentees were processed.

Processing of ballots to be sent to precincts will be done this weekend. Lack of time and staff to complete this process prior to this coming weekend. Anticipates on working extended hours this weekend for this process to avoid having to work late hours on Monday night.

Stated that we will be picking up AV ballots from the South Postal Annex up to the closing of the polls.

Again, praised $7.00 per hour staff who assisted him. They deserve all the credit for the success of the absentee process.

John Donovan, Jr. - Reported that he was given approximately 5 registration affidavits this week, dated prior to October 6, 1992 from the Community Centers. Stated that he has no idea if they are in fact legitimate but he has no alternative but to write - in these voters on our voter rolls.

Stated that he does not have all specimen ballots. The office of the Secretary of State and the printers have assured us that we will get the ones missing prior to the election.

Rina Cutler - Attempted to borrow telephones within City Hall for Election Day and found out that telephones are not available. Telephones utilized in the past were on loan from N.E. Telephone Co. George Cushman will call upstairs as first step in process to borrow telephones from N. E. Telephone Co.

Volunteers - 40 recruited to date but only 3 for second shift. Will have an update later this afternoon and will give list to Mary Barry. Mrs. Barry is also attempting to recruit staff who have worked in the past for $7.00 per hour.

Commissioner Sheppard motioned the Board to accept the minutes of the previous meeting. Motion was seconded by Commissioner Arrigal and accepted.

Motion was made to adjourn by Commissioner Sheppard and seconded by Commissioner Arrigal and accepted.

ADJOURN: ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

Board Meeting of November 6, 1992 11 A. M.

Present: Commissioners Fontanez, Sheppard, Arrigal, Killilea, Rina Cutler, Jack McElligott, George Cushman, John Donovan, Sr., Mary Barry, Martin Kain, John Donovan, Jr., Estrella White

Comm. Fontanez: Opened meeting. She expressed how pleased she was with the Election turn - out, participation and results. Thanked Commissioners and Staff and Rina for getting us through. Commissioner said that at the Department Head's Meeting this morning, the Election was mentioned and all agreed that it was a good Election.

Comm. Sheppard: Made a motion to accept minutes of previous week's minutes. Motion made and seconded to accept same.
Comm. Sheppard brought to the attention of the Board that he was in receipt of letter from the City Council and letters of complaints - he would like to present them to the Board for their review and comments.

Comm. Fontanez: Said that she is drafting letters for the complaints and that she would ask for input from the Commissioners and Senior Staff.

Comm. Arrigal: Suggested to send someone to help close the polls at Ward 9, Precinct 3 at the next election. This polling location was the last to report in.

Comm. Killilea: She is always late, problem counting. All Election Department staff has to stay.

Vincent Cawley: How was the quality of work? She is a tough woman.

Jack McElligott: He was in at the polling location during the day. What is the problem? I think they do a good job.

Comm. Fontanez: Said that she would assign someone to assist. Suggestion under advisement.

Comm. Killilea: Ward 11, Precinct 2 - It was a disaster - Polls did not open until 8:30 A.M. Commissioner asked Vincent Cawley to look into the complaint and report back.

Vincent Cawley: Said that he would check on it.

Comm. Fontanez: Feels that we need to look into it.

Comm. Killilea: Told of a situation that happened on Election Day....A lady lived in Watertown for four (4) years and that he had to let her vote. John Cloonan, Director of Elections for the State, said to let her vote. She had a Watertown license for identification. She was allowed to vote on a Challenged Ballot.

Rina Cutler: Why did they challenge?

Comm. Killilea: They knew her. Commissioner asked Martin Kain to look into this, and report back.

Comm. Fontanez: Marty, please look into it.

Comm. Sheppard: Told of a voter who came into the office .....he did not vote for the questions and he felt that he should be allowed to reenter the voting machine. After being told that he could not, he came into this office. Comm. Sheppard allowed him to vote on an Escrow Ballot.

Comm. Killilea: If a recount is called, we will address it.

Comm. Fontanez: Spoke to the Secretary of State - approval of the budget submitted for the Redistricting - reimbursed in the amount of $32,000.

John Donovan, Sr.: Said that he had received a number of complaints and that he would report to the Board at the next meeting.
Further, he would like to congratulate the office staff and temporary help in the assistance they gave in the preparation of the Election.

Mary Barry: Submitted the payrolls for the period 10/28/92 thru 11/3/92 - 1401 Payroll - Permanents....$25,359.26 and the 1401-5 Payroll - Temporary.... $9,869.51. Mary told the Board that Commissioner Fontanez gave a letter to all the temporary employees thanking them for their good work and help in the Department. All Emergency Employees to be terminated on Friday, November 13, 1992.

Vincent Cawley: All went well.

Comm. Fontanez: Asked of Vinny about the ballot strip at the Jeremiah Burke School which was coded wrong. The South Boston Question appeared on the machines.

Vincent Cawley: Printer printed the code wrong....Vinny said he was told that question was changed.

Comm. Fontanez: Wardens should be made aware to check the ballots on the machines.

Martin Kain: They are made aware of this situation. They had a line of people, they had to go to work. They did read the ballot strip, but not the questions.

George Cushman: The precincts involved are the ten (10) lowest in voting.

Vincent Cawley: Wardens are asked to read code - Ballots finished wrong - I forgot about questions, someone called me and it hit me right away.

Comm. Fontanez: Emphasis on training Wardens to read.

George Cushman: Thanks should be given to Voting Machine Custodians in Ward 21 and 22 - no keys. Also, letter to volunteers to thank them. City Year personnel should receive a letter.

Comm. Killilea: Also, a letter should be sent to the Director of Libraries - Copley Square - express a special thanks - we will try to improve on process.

Comm. Fontanez: Talked to the Director on Wednesday - he said he had never seen such lines.

Comm. Sheppard: Jay and Carmen should be acknowledged for helping out in Ward 3, Precinct 6.

George Cushman: Police commissioner - Letter should be sent to say thanks to his men.

Comm. Fontanez: Would like all names and organizations and letter to say thank you

Comm. Killilea: Proposed some sort of Certificate made out to say thank you.

George Cushman: Letter to Al Wallace, thanking him. Absentee ballots - a lot of mistakes. Voters think that they get ballots automatically. George thanked all who helped him out in the project of absentee ballots.

Martin Kain: On Ward 11, Precinct 2 - Bert Nadler reported that the precinct did not open until 8 A.M. - Marty talked to Warden and she said that the precinct opened at 7 A.M.

John Jr.: Every complaint unfounded.

Estrella White: Estrella said that it was an honor and how pleased she was to work with George.

Rina Cutler: Prepare for 1993 Listing Process - Meet guidelines - Budget to be made in next week or two. Schedule a meeting to discuss deadline and guidelines. Draft of issues we need to deal with. Focus to deal with it.

Comm. Fontanez: Next week a meeting to be scheduled.

John, Jr.: Asked when he would have a 1992 Listing of Residents?

Rina Cutler: It will be completed in two (2) weeks.

Jack McElligott: How? What methodology will be used?

Rina Cutler: Household - mailing.

Comm. Killilea: We have to go door to door. Chap. 50, Sec. 6.

Rina Cutler: State Statute.

Jack McElligott: 1974 change allows us to communicate - we will not rely solely on mailing.

Rina Cutler: Courtesy to discuss with Secretary of State.

George: Meet with Police Commissioner.

Comm. Fontanez: Have Steve Clark sit with us.

Rina Cutler: Mailing will not stand alone - follow-up. Budget to prepare - deal with Law Department, Police, Secretary of State.

Comm. Killilea: We need to re-file Bill.

Rina Cutler: Legislative items to deal with.

Comm.Fontanez: Beginning of 1993 process - keep an open mind and move forward.

George Cushman: With Marie on vacation, George will handle Can Share. He will ask for $10.00 from Managers. Deadline next Friday.

Comm. Fontanez: Set forth the following dates for Board Meetings:

November 13 - Meeting
November 20 - Meeting
November 27 - No Meeting
December 4 - Meeting
December 11 - Meeting

Comm. Sheppard: Referring to letter from the City Council with findings attached - questioned as to other minutes.

Comm. Killilea: Questioned as to other transcripts.

Rina Cutler: Said that she was unaware of any other transcripts

Comm. Killilea: Second issue - Received a call on letter sent to prominent College - He had no knowledge of letter - He would like to see letter. College says to send tape to Election Department.

Rina Cutler: Letter sent every year.

Comm. Sheppard: He would like the Board to see the letter.

Rina Cutler: Used letter sent every year by Bill Henchey - other piece of letter contacted by Select Direct.

Comm. Killilea: Tape, what happens to this?

Rina Cutler: Any tape to Select Direct belongs to the City.

Comm. Killilea: Marketing Department concerned.

Rina Cutler: Propriettory - owned by the City of Boston.

George Cushman: Safeguards?

Rina Cutler: Penalties in the letter. Rina will give letter to the Commissioners.

Comm. Fontanez: Voted to adjourn

All in favor.

ADJOURN:

Attest:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

The Commonwealth of Massachusetts

AUDITOR OF THE COMMONWEALTH

STATE HOUSE, BOSTON 02133

A. JOSEPH DeNUCCI
AUDITOR

TEL. (617) 727-2075

November 2, 1992

The Honorable Raymond L. Flynn
Mayor
1 City Hall Square
Boston, MA 02201

RE: STATE REIMBURSEMENT OF CONGRESSIONAL REDISTRICTING EXPENSES RELATING TO CHAPTER 105 OF THE ACTS OF 1992

Dear Mayor Flynn:

The Office of the State Auditor's Division of Local Mandates (DLM) has certified $32,145 in costs incurred by the City of Boston as a result of congressional redistricting under Chapter 105.

As you know, Chapter 153 of the Acts of 1992, in line item 1599-3730, creates a reserve account to fund local administrative election costs resulting from congressional redistricting. The line item provides that funding will be distributed to affected cities and towns by the Executive Office for Administration and Finance (EOAF) after expenses have been certified by the Division of Local Mandates. EOAF expects that the amount listed above will be wire transferred to your municipal account during the month of November.

Also, I have requested EOAF to preserve the balance remaining in the reimbursement account until future costs, if any, of Chapter 105 can be ascertained. Please contact Anthony V. D'Aiello at 1-800-462-2678 if you have questions or concerns about the amount certified.

Sincerely,

A. Joseph DeNucci

A. JOSEPH DeNUCCI
Auditor of the Commonwealth

AJD:mdt
cc: Patrick F. McDonough, City Clerk

RECEIVED
CITY CLERK'S OFFICE
92 NOV -2 PM 3:18
BOSTON, MA

Board Meeting - Friday, November 13, 1992.....11 A. M.

Present:-

Commissioners, Fontanez, Sheppard, Arrigal, Killilea, Jack McElligott, George Cushman, John Donovan, Sr., John Donovan, Jr., Mary Barry, Martin Kain, Rina Cutler

Comm. Fontanez: Opened the meeting of November 13th

Comm. Sheppard: Made a motion to accept minutes of November 6, 1992 - Motion accepted and seconded.

Comm. Killilea: Made a motion that the absentee ballots which are received not later than 5 P. M. on Friday, November 13, 1992, and which are postmarked not later than November 3, 1992, be counted at 9 A.M. Monday, November 16, 1992 in the Absentee Ballot section of the Election Department, Room 241. Communication having been made with the Chairmen of the Republican and Democratic City Committees, and as proscribed by Chap. 54, Sec. 95 and 97, a hand delivered letter today will be delivered to the Chairman of each of the political committees. Further, that Commissioners Sheppard (Republican) and Arrigal (Republican) and Killilea (Democrat) represent the Board and witness proceedings and that if they are satisfied that the ballots have been counted properly, shall so certify such changes as have been necessary and amend the records accordingly so as to meet the requirement of Law, and that they report such results at the following Board meeting, Friday, November 20, 1992. - that the results of the Election be delivered to the Secretary of State's Office on Wednesday, November 18, 1992.

Comm. Sheppard: Motion made to accept. Accepted and seconded.

George Cushman: Would like an advisory from the Secretary of State on mail...ballots received by Federal Express. Time stamped, envelopes kept.?

John Donovan, Sr.: John said that he monitored the mail - checked stamps. He felt that the mail was 80% higher this year.

Jack McElligott: Stated that Faxing is now being used, and that everything pertaining to ballots should be kept for twenty-two months.

John, Jr.: Told the Board that for every State Election everthing pertaining to same was kept for twenty-two months.

George Cushman: Requests are now coming in Federal Express envelopes.

John Donovan. Sr.: Submitted official results to be amended, following the counting of Absentee Ballots. Official results to be sent to the Secretary of State by next Wednesday, at 5 P.M.

Comm. Fontanez: Vote to accept - certified and amended results.

Comm. Killilea: Motion made to accept accept and seconded.

Mary Barry: Submitted to the Board payrolls for the period 11/4/92 - 11/10/92, Permanent Employees, 1401 - $25,088.20 and Temporary Employees, 1401-5 - $9,274.51.

Comm. Killilea: Made a motion to accept payrolls. Accepted and seconded.

Vinny Cawley: Said that the complaint of Ward 11, Precinct 2 was unfounded, that he checked into it and found that the polling location opened up at 6 A.M.

Comm. Killilea: Said that he had answered the complaint.

John Donovan, Sr.: Many of the the complaints were unfounded.

Vinny Cawley: Said that he received the memo from Comm. Fontanez. He said that he will need his men. He would like to change Ward 21 to A. V. M. machines. He will have to check all machines and also, he would like to find out if there is money in the Budget in order to move machines. He needs more Shoup Machines. He would like to start this project now and then be available for the Listing. Vinny would like to see the City convert to A. V. M. machines, he needs new machines. Would like to buy equipment now - machines, buy A.V.M.'s very cheap. No more Shoup Machines.

Rina: I have two (2) questions - Have you looked into Capital Budget for Machines?

Comm. Fontanez: I will check into it.

Jack McElligott: Jack said that he submitted for Capital Monies for Machines - new Voting Machines not approved. Jack has copies of same.....Amount 1.4 million.

Rina Cutler: Changing over Ward 21, Vinny will need all of the men.

Vinny Cawley: Yes. Monies about $5,000 to move machines. I will check with Marie. If no monies avalabile, I can hire a truck, and we can move machines ourselves. I can use all of the men until the first week of December.

Comm. Fontanez: To John, Sr., If Vinny would keep these men. What would you do?

John Donovan, Sr.: People going on vacation. Clean up Voting List - Get all of the L. B.'s off Voting List - Check them. Judgment call by the Board. Duplicates off - out of towns off.

Comm. Fontanez: We will have to pay Voting Machine Custodian wages?

Vinny Cawley: Yes.

Comm. Killilea: We better start to replace machines. A very small investment ot begin.

Comm. Sheppard: We have to think of the future. Personnel to learn duties.

Comm. Arrigal: I concur with Commissioners Sheppard and Killilea.

Comm. Fontanez: The year 2000 will be much different. John needs help on the floor. Take a vote to accept Vinny's presentation.

Vinny Cawley: I will start Monday - finish the first week of December. Spare machines, I will drag them out.

Comm. Sheppard: Precarious situation?

John Donovan, Sr.: I think Vinny needs them - he should be allowed to do what he wants to do. People taking vacations. Budgetary.

Comm. Fontanez: Accept Vinny's plan?

Accepted and seconded.

Rina Cutler: Checking with purchasing for Contracts - to see what other departments use. Next week she will sit down with personnel on process. She will request another staff meeting next week. Start Budget. Answer all questions. Rina wants reference made to meeting held on Thursday, November 12, 1992 in the Blue Room, Mayor's Floor at 9 A. M. This meeting was attended by Commissioners Fontanez, Sheppard, Arrigal, Killilea, Jack McElligott, John Donovan, Sr., John Donovan, Jr., George Cushman, Mary Barry, Rina Cutler. This meeting was called to discuss the Annual Listing of Residents.

John Donovan, Jr.: Would like to see the Listing of Residents start immediately, in order to meet deadlines.

Jack McElligott: The most important function in this department is Voting List. A good listing a good voting list. Take off L. B.'s, Duplicates. Most important is voting list. L. B.'s through a mailing. Clean it up - voting list. Should start next week.

Rina Cutler: Go out on street - Law says January 1.

Comm. Fontanez: L. B's - clarification, no proof, card sent, came back.

Jack McElligott: Defer it for another week.

Vinny Cawley: No problem.

Rina Cutler: Can these be computer generated?

John Donovan, Sr.: Post Office says no....they do live there.....about 20 different reasons.

Rina Cutler: A whole variety of things?

Comm. Fontanez: What eill be used? Alpha or Ward and Precinct?

John Donovan, Sr.: I will copy a Ward - formulate a list.

Vinny Cawley: Give me the list...I will give it my men.

Jack McElligott: Use Kathy's records.

Vinny Cawley: I'll start my project - when you are ready - call me.

Comm. Fontanez: Questioned Marty Kain as to the Election Officer's Payroll.

Martin Kain: Said that Data Processing is setting forth a new program for him. He will start on the payroll Monday or Tuesday.

Comm. Fontanez: A new Payroll?

Martin Kain: Yes, they will delete people who did not work recently.

Comm. Killilea: Asked Marty Kain if he find out where the lady from Watertown voted from?

Martin Kain: Marty said that we would have an answer by next week. Also, there was no problem in Ward 9, Precinct 2.

Comm. Fontanez: Will attend a meeting with people from the Eliot School and Copley Library due to problems on Election Day. Commissioner presented a letter to the Board from Phyllis Adelbery from Ward 20, Precinct 1 (Hebrew Rehabilitation Center) thanking us for conducting the recent voting by Absentee Ballots. Copy of letter on file in this Office. Commissioner said that she met with Debra Bloom, Consultant - Workshop for Sr. Staff to attend a retreat after Christmas. Also at 2 P. M. this afternoon.....a thank you party for all. Everyone is invited.

George Cushman: Don't forget Can Share. Monday the last day.

Motion to adjourn. All in favor.

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

Hebrew Rehabilitation Center for Aged
1200 Centre Street, Boston, Massachusetts 02131 • (617) 325-8000

MAURICE I. MAY
President

EDVARDAS KAMINSKAS, M.D.
Physician-in-Chief

November 3, 1992

Jovita Fontanez, Commissioner
Boston Election Department
Room 241, Boston City Hall
1 City Hall Place
Boston, MA 02201

Dear Ms. Fontznez:

I would like to thank you and the staff of the Election Department for enabling the residents of the Hebrew Rehabilitation Center for Aged to vote by absentee ballot at this facility.

On Friday, October 30, 1992, eight staff members of the Election Department, under the direction of Commissioner James Killilea, assisted 260 elderly residents to cast their ballots in a most professional way. Several of our own staff, including some social workers, commented on how patient and kind everyone was. The voting was accomplished smoothly and efficiently, with 99% of the people who requested a ballot voting. The other one percent were either not available or out of the building.

Again, I want to express my appreciation to this excellent group of individuals who have been extremely cooperative this entire year, with three elections and several registrations at this facility. It has been a pleasure working with them.

My special thanks to John Cushman and George Cushman, John Donovan, Jr., and Commissioner James Killilea. Please convey my gratitude to your staff, and to all of the individuals who have helped us this year.

Sincerely,

Phyllis Adelberg

Phyllis Adelberg
Director of Volunteer Services

*Sponsor of: **Hebrew Rehabilitation Center for Aged**, long-term care facility for 725 residents; **Jack Satter House** and **Goldie and Louis Trilling House**, 426 specialized apartments for seniors; **Brookline Community Hospital**, planned for Alzheimer's research and care; **Orchard Cove**, planned retirement community of 225 units with a 48-bed health care facility; **Gerontological Research and Training Institute**, medical and social research on aging and professional training in the geriatric specialties. **Academic affiliations include:** Harvard Medical School, Boston University Medical School, Brown University Medical School, Boston College School of Nursing, Tufts/USDA Center on Aging.*

IN BOARD 11:00 A.M. NOVEMBER 20, 1992

PRESENT: Commissioner Sheppard, Killilea & Arrigal

STAFF: M. Boudreau, J. McElligott, G. Cushman, M. Kain, M. Barry, John Donovan, Sr., John Donovan, Jr. E. White & Rina Cutler.

In the absence of Commissioner Fontanez who is on vacation, Commissioner Killilea officially opened this meeting at 11:00 A.M.

Commissioner Sheppard motioned the Board to accept the minutes of the previous meeting - motion seconded by Commissioner Arrigal and accepted.

Commissioner Sheppard stated that Kathy D'Urbano has requested to address the Board today.

Commissioner Killilea stated that if the Board has no objection that we postpone this request until the return of the Chair. All members were in agreement. Commissioner Sheppard will inform Mrs. D'Urbano that she will be allowed to address the Board at it's next schedule meeting on December 4, 1992.

Commissioner Sheppard motioned the Board to accept certification of the official results of the Presidential Election held on November 3, 1992 as submitted to the office of the Secretary of State. Results on file in this office.
Commissioner Arrigal seconded the motion and all were in favor.
Motion accepted.

Much discussion was aired regarding the annual listing of residents for 1993. Jack McElligott presented a cost and samples of a similar mailing by Moore Business Forms.

Rina Cutler presented copies of signed affidavits that is requested by the Rent Equity Board every January from tenants of all multiple residential units that house 8 or more units.

Rina Cutler is looking into many avenues and will put a package together and we will have a special meeting scheduled for Monday coming at 2:00 P.M. to further evaluate alternatives to conduct the 1993 Annual Listing of Residents.

Mary Barry is to notify Mr. Cawley of this upcoming meeting on Monday.

Marie Boudreau is to request a meeting of the Listing Board with the Chair, Boston Police Commissioner Roach. This requested meeting will be for the first week of December.

Mary Barry - Payrolls -- 11/11/92 thru 11/17/92

Permanent -------1401 --- $24,907.48
Emergency -------1401-5-- $ 7,377.51

Commissioner Sheppard motioned the Board to accept the minutes as presented. Motion seconded by Commissioner Arrigal and accepted.

For the records Rina Cutler stated that as of this past week November 17, 1992, she is no longer on the election payroll and on the Mayor's payroll.

Marty Kain stated that he is working on the election officers payroll and hopes to have this payroll in Auditing by the end of next week.

ADJOURN: ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

IN BOARD 11:00 A.M. DECEMBER 4, 1992

Present: Commissioners Sheppard, Killilea & Arrigal (Commissioner Fontanez is at a Department Head Meeting).

Staff: J. McElligott, G. Cushman, M. Kain, M. Barry , J. Donovan, Sr., E. White and Vinny Cawley.

In the absence of Commissioner Fontanez, Commissioner Killilea officially opened this meeting at 11:00 A.M.

Commissioner Sheppard motioned the Board to accept the minutes of the previous meeting - motion seconded by Commissioner Arrigal and accepted.

Mary Barry - Payrolls -- 11/25/92 thru 12/01/92

Permanent --------- 1401 --- $24,907.48
Emergency --------- 1401-5-- 1,974.00
Election Officers --1408--- $104,113.20

Commissioner Sheppard motioned the Board to accept the minutes of 12/04/92 as presented. Motion seconded by Commissioner Arrigal and accepted.

Commissioner Killilea motioned the Board to accept approval to advertise for a mailing in regard to the Annual Listing of Residents. Motion was seconded and accepted.

Vinny Cawley stated that out of 2000 LB's to be investigated, 1500 have been completed. Out of this number 1029 have been found, 387 no contact, 96 not found. Mr. Cawley estimated the process will be completed in a week.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY

A G E N D A

LISTING BOARD MEETING 11:30 A.M. --(Police Headquarters)---- DECEMBER 9,1992

PRESENT: Police Commissioner Francis M. Roache, Chairman,
Commissioner Fontanez, Secretary,
Commissioners Everette Sheppard & James Killilea, Listing Board Members.
Police Superintendent Thomas Maloney, Jack McElligott, Executive Secretary and Rina Cutler.

Motion made by Commissioner Sheppard, seconded by Commissioner Fontanez to authorize Commissioner Fontanez to sign all official documents and payrolls regarding the annual listing of residents. All in favor, vote accepted.

Rina Cutler discussed initial procedures to be utilized for the 1993 annual listing, suggesting that in order to reach statutory requirements that mailings to multiple (group) units and households be the first step in the process, and the additional steps be discussed at future meetings.

Motion made by Commissioner Fontanez, seconded by Commissioner Sheppard to advertise for and invite bid proposals for a mailing ocntract. All in favor, vote accepted.

Commissioner Killilea informed the board that in order to change the City of Boston Listing Act that legislation would have to be filed to allow for a method other than visitation.

IN BOARD 11:00 A.M. DECEMBER 11, 1992

PRESENT: Commissioners Fontanez, Sheppard & Killilea
(Commissioner Arrigal is on vacation)

Staff: M. Kain, M Boudreau, M. Barry, J. McElligott, J. Donovan, Sr., J. Donovan, JR. & E. White.

Commissioner Sheppard motioned the Board to accept the minutes of the previous meeting of December 4, 1992.
Motion seconded by Commissioner Killilea & accepted .

Marty Kain - Election Officers Payrolls

Stated that he spoke with Paul Francis yesterday and was informed that MIS is working to get these checks out as quickly as possible. Mr. Kain stated that he is looking for a promise to get these checks out by the end of next week.

Jack McElligott stated that the Listing Board met with Commissioner Roache on December 9, 1992 - copy of Agenda on previous page.

The proposed contract for mailers has been reviewed by the Law Department and they have suggested a couple of changes in the specifications, which the Chair has accepted. Also the Advertisement must be published in the Journal Publication at the Office of the Secretary of State.

Jack McElligott suggested that we take out the mailing cost out of the proposal and make a check directly to firm who is awarded proposed contract, this way we will not have to defer the opening of the bids to January 4, 1993. Commissioner Fontanez suggested that Rina check out this possibility with the law department.

Rina Cutler has informed the Board that they can expect a resident tape today from Select Direct. Commissioner Fontanez will request from Alan Stern priority to have this tape converted to a print out.

Jack McElligott suggested that we take whatever means necessary to repair this list--resources needed will be staff and money. Futher suggested that we cancel contract with Select Direct if they cannot full-fill contract. Commissioner Fontanez stated that this legal procedure is possible, however, nothing can be done until we review this tape.

Mary Barry - Payrolls -- 12/02/92 thru 12/08/92

Permanent -- 1401-------$25,119.13
Emergency -- 1401-5----- 1,092.00

Commissioner Sheppard motioned the Board to accept payrolls as presented by Mrs. Barry. Motion seconded by Commissioner Killilea and accepted.

Commissioner Fontanez stated that george Cushman was on a vacation day today. Commissioner Fontanez also questioned Mary Barry if her and George intended to start work next week on the Document 10, for FY/90 & 91. Mary responded "yes" - also George will be cleaning AV section in order to obtain numbers for the Document 10.

Commissioner Fontanez asked Mary Barry that since Mr. Cawley is out sick - has Tom Shea given a report on L.B. Mrs. Barry responded "No". Commissioner requested that Mrs. Barry call the warehouse and get this information (full report).

Commissioner Sheppard motioned to adjourn. Motion seconded by Commissioner Killilea and accepted.

ADJOURN:

ATTEST:

Everette Sheppard

EVERETTE SHEPPARD, SECRETARY